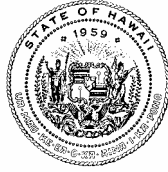**LINDA LINGLE**
GOVERNOR OF HAWAII

KATHLEEN N. A. WATANABE
DIRECTOR

JANICE T. KEMP
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 SOUTH BERETANIA STREET
HONOLULU, HI 96813-2437

January 26, 2005

TO: Departmental Personnel Officers
             Staff Agencies and Offices

FROM: Mark Epstein, Program Manager
             Training Office

SUBJECT: **January – June 2005 HRD TRAINING SCHEDULE**
                 (Revised January 26, 2005)

Kauai Community College has revised its training schedule. These revisions are included in the attached HRD revised training schedule. This is due to changes in class codes, dates, and times of some classes. The Americans with Disability Act, Vehicle Safety, and Workplace Violence classes on Kauai have not changed. Classes on Hawaii, Maui, and Oahu have not been changed.

The revised schedule will be posted on the HRD website within the next week. Please notify your offices and personnel of the revised Kauai schedule.

If you have any questions, please call Gordon Choy at 587-1050.

Attachment: January – June 2005 HRD Training Schedule (revised)

PROCEDURES FOR CTA COMPUTER TRAINING CLASSES
CLASSROOM COURSES AND INTERNET-BASED COURSES

Registration
CTA will register employees on a first-come, first-served basis. If the number of requests exceeds capacity, acceptance and confirmation will be according to listed department priority.

Classroom Courses
- The Departmental Personnel Office (DPO) shall submit a completed DHRD Form 410 no later than five working days prior to the class start date.
- This process allows CTA time to confirm registrants.
- DPOs can either fax completed 410 forms to 356-5449 or e-mail softcopies of 410 forms to histatetraining@cta.net. (Note: 410 is a slightly revised version of the standard 410 form which will be used only for CTA classes. The form is in the training schedule.)

Because there are two training locations (ICSD Lab and the CTA Facility), it is very important that participants be aware of the location of the requested class and the starting time.

Internet-based courses
- Registration for Internet-based courses is similar to registration for classroom courses.
- By "Course Location" on the 410 form, write "Internet."
- CTA will register the participant on-line and will confirm registration with the DPO and participant.
- CTA will issue the participant a username and password to access internet training along with further instructions.
- Turn around time for registration is one working day.
- There is no cancellation of Internet-based classes. Once a participant is confirmed by CTA, the DPO will be invoiced.

Cost
The cost for all classroom courses is $35.00. The cost for all Internet-based courses is $25.00.

Prerequisites
Prerequisites are noted on the class schedule. CTA stresses the importance of completing prerequisites to ensure participants receive full value from their training. Not having the prerequisites may hinder the participant's ability to grasp all the information presented in the class.

Confirmation
CTA cannot accept any 410 forms without the proper authorization or the purchase order number. Incomplete forms will be returned to the department or agency. "SPO PL No. 04-20" must be clearly labeled on purchase orders issued against the computer class price list.
- CTA will notify via e-mail the DPO and the participant listed on each 410 form to confirm attendance.
- Please make sure that each Form 410 has the e-mail addresses of both the DPO and the participant.

Cancellation
Cancellations will have the following provisions:
- CTA will accept cancellations up to five working days prior to the start of class.
- Cancellations from the DPO can be faxed to 356-5449 or e-mailed to histatetraining@cta.net.
- Cancellations fewer than five working days prior to the start of class will be charged the full registration fee.
- CTA will provide a minimum of three working days notice when canceling a class.

Substitutions
CTA will allow substitutions.
- The DPO will verify the substitution by sending prior to the start of the class a confirming fax to 356-5449 or e-mail to histatetraining@cta.net
- This fax or e-mail is to include the name and date of the class as well as the name of the original participant and the name of the replacement participant.

Non-registered Participants
If time permits and there are seats available in the class, the instructor will attempt to verify enrollment by calling the appropriate DPO. If there are no seats available, if time does not permit, or if the instructor is not able to receive verification from the DPO, the participant will be instructed to return to work.

Tardiness
The participant should note the starting time of the class and be at the training location ready to go at the start time.
- CTA will allow a confirmed participant into the class up to 30 minutes after the start time.
- If a participant should arrive after 30 minutes, he/she will be asked to return to his/her workplace and reschedule the class for another time.
- Rescheduling will be done on a first-come, first-served basis.

Payment
Payments are to be made payable to "CTA."

CTA will issue an invoice to each DPO at the address listed at the 410 form on a monthly basis. The invoice will include a detailed listing of classes attended by that department's employees during the month.

Re-sit
A participant who has taken a specific classroom course will be allowed to re-sit the same course one time on a space available basis at no charge.
- Please follow the normal registration process using "RESIT" as the fee.
- The DPO will receive an e-mail before the class confirming whether or not there is space available for the student to attend.
- If confirmed into the class, the student must bring the participant manual previously received with him/her in order to re-sit the class.

Help Line
Participants who have taken a classroom course or an internet-based course may obtain additional help for that specific class for the duration of the contract period. Please provide all of the following information when requesting help:
- Name, e-mail address, and phone number of the participant.
- Name of the department
- Name of the course
- Page number and topic in the participant manual where the participant has a question
- The specific question

Requests for help can either be faxed to 356-5449, e-mailed to histatetraining@cta.net, or called into 356-5589. Participants will receive a response within one working day.

CTA Contact List

CTA	General Phone: 839-1200
550 Paiea St, Ste 222	State contract Fax: 356-5449
Honolulu, HI 96819	State contract help line: 356-5589
State contract E-mail:	histatetraining@cta.net

Specific questions may be directed to the following CTA personnel:

Class content and group scheduling of 10 or more participants
Joel Tomyl   Phone: 356-5432   jtomyl@cta.net

Participant Registration
Melanie Ajolo   Phone: 356-5422
Lisa Bunch   Phone: 356-5433

Customer Billing and Invoices
Peggy McNulty   Phone 356-5414   pmcnulty@cta.net

CTA Airport Location

From Town:

Take the H1 to the Nimitz Hwy exit. Travel down to Paiea Street. Turn left on Paiea. Turn right into the Airport Trade Center parking lot. Park in an UNMARKED stall. Take mauka elevator (near Jamba Juice) to the second floor.

Parking is free at CTA, but you will need a CTA Student Parking Pass. Passes will be provided by your instructor. Failure to display a CTA Student Parking Pass may result in your vehicle being tagged or towed at owner's expense.

From Ewa:

Take the H1 to the Airport Exit. Keep left taking the Paiea/Aolele Street exit. At the bottom of the ramp at the lights, turn left. Turn left into the Airport Trade Center parking lot. Park in an UNMARKED stall. Take mauka elevator (near Jamba Juice) to the second floor.

Parking is free at CTA, but you will need a CTA Student Parking Pass. Passes will be provided by your instructor. Failure to display a CTA Student Parking Pass may result in your vehicle being tagged or towed at owner's expense.
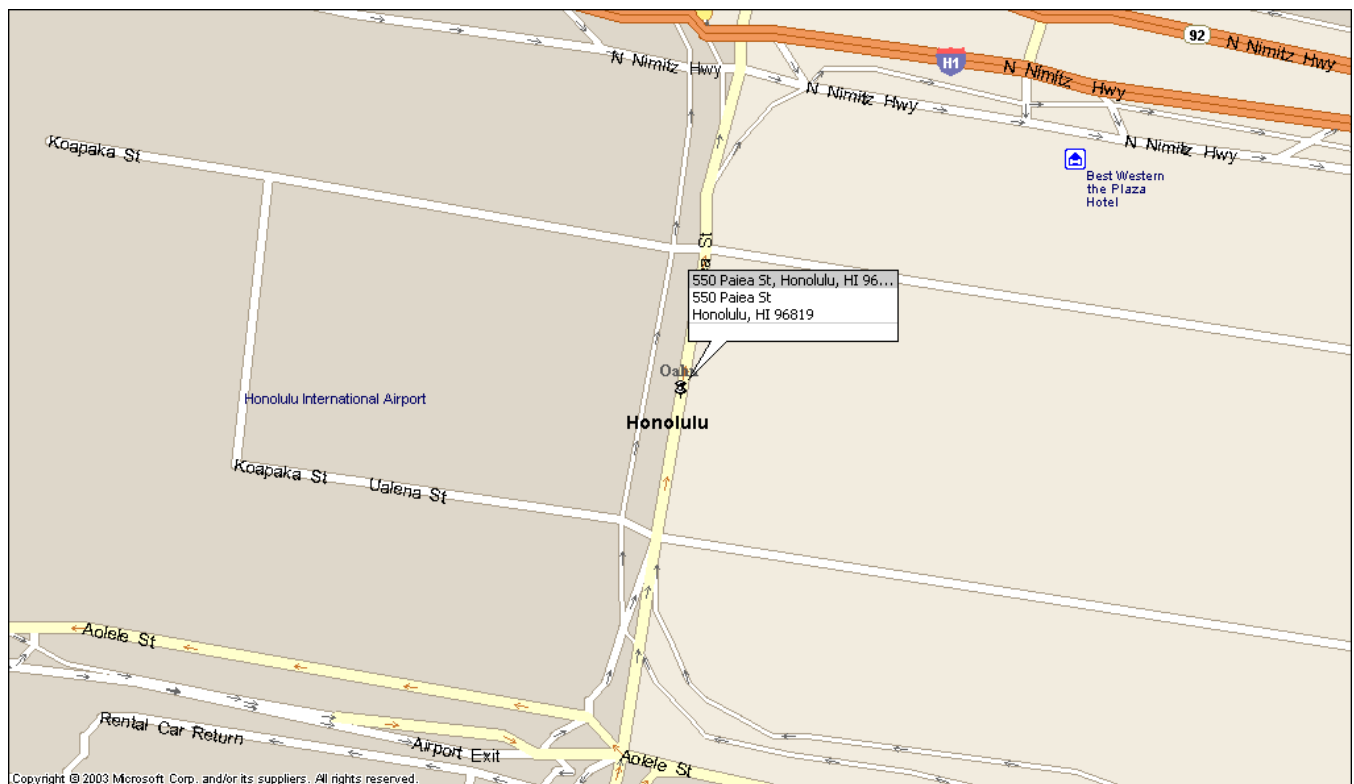
ICSD Downtown Location

The ICSD Lab is located at 1177 Alakea Street, Room 303. Alakea Street is one way running mauka.

The Capitol Center (Keone Ana) building is located on the corner of Alakea and S. Beretania Street, just past the District Court House (Kauikeaouli Hale). You may access the building from Alakea Street. The computer lab is situated on the 3rd Floor.

Parking: Arrangements are the responsibility of the registrants. Nearest public parking is at Ali'I Place also located on Alakea Street. The parking entrance is on Alakea Street

Metered Parking within the civic center area is limited and on average is good only for 2 hours.

6
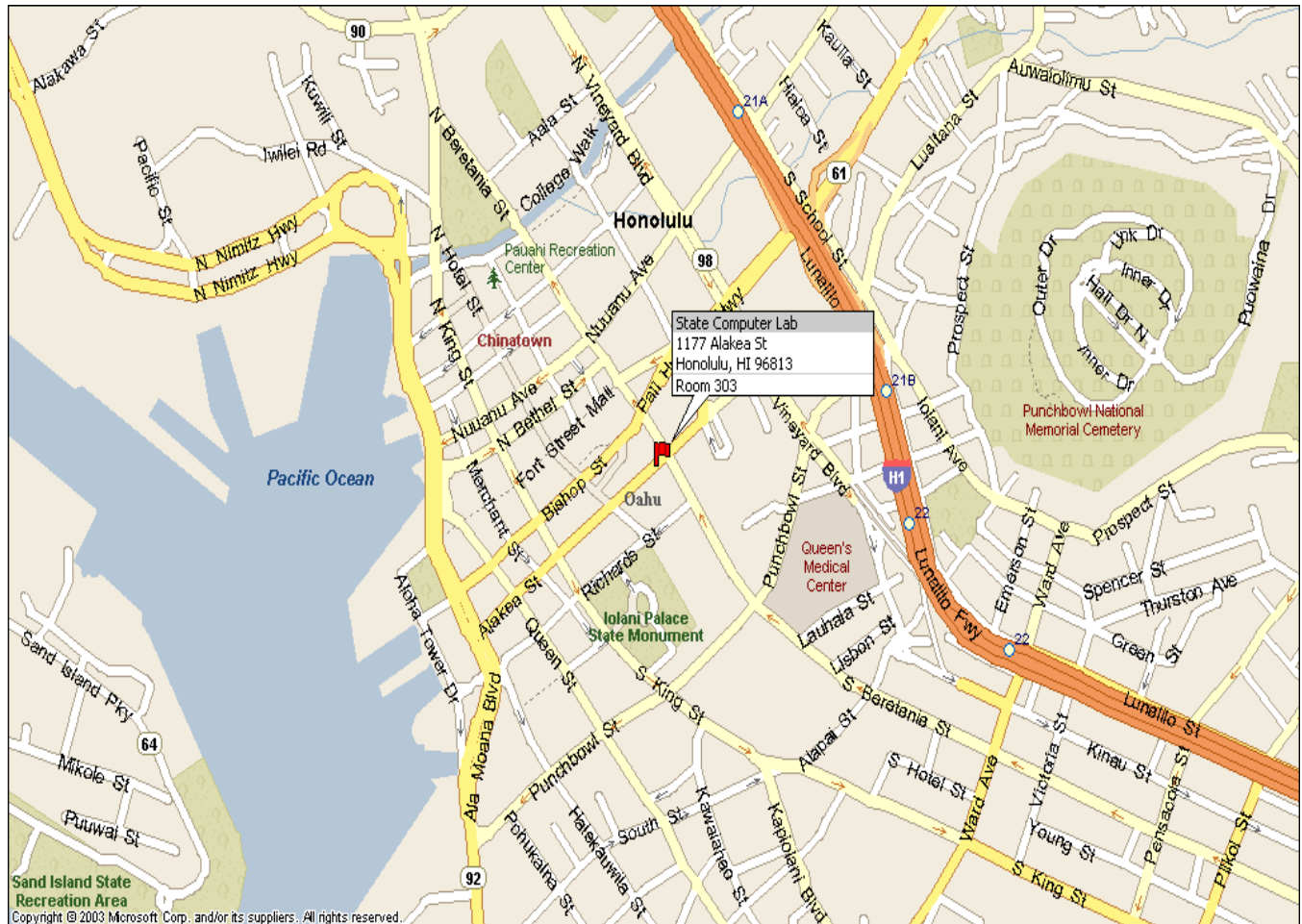
HRMS REGISTRATION PROCEDURES FOR HRD CONDUCTED CLASSES
(as identified in the Training Schedule next to cost column)

Note: These procedures are for the departmental personnel office (DPO), only!

REGISTRATION:

Employee names should be listed in departmental priority and enrollment is subject to space availability.

Registration will close fifteen working days prior to the start of class. Exceptions can be made based on low enrollment and/or instructor prerogative.

CONFIRMATION:

Confirmation will be made by HRD, Training Office, upon close of registration.

Notification of employee attendance, class start time, and class location is the responsibility of the departmental personnel office.

CANCELLATION:

Departments will be charged for classes that have a fee if notice of student cancellation is not received five working days prior to the start of class. Notification of cancellations to participants is the responsibility of the departmental personnel offices.

SUBSTITUTION:

Once confirmation is made, any substitution must be in writing and faxed to HRD, Training Office, at their FAX number, 587-1107, or via e-mail with the following information:

-Employee Name(s)   -Employee ID number   -Reason for Change

PAYMENT:

Departments will be invoiced for each class that has a fee. Payment can be made by journal voucher or check. Departmental personnel offices will receive periodic notices of overdue payments.

PARKING/SPECIAL NEEDS:

Parking arrangements are the responsibility of each department. Departments must follow DAGS procedures in requesting special function parking passes.

Departments are to notify HRD of any arrangements for special needs (e.g. sign language interpreter, large print materials, mobility devices, etc.) as soon as possible.

VENDOR REGISTRATION PROCEDURES
(Community Colleges)
NOTE: These procedures are for the departmental personnel office, only.
Individual employees must register for classes through the DPO.

REGISTRATION:

Approved HRD Form 410 must be received by the course provider (vendor) no later than ten working days prior to the class start date. This advance timeframe allows a vendor to determine class confirmation. If you would like to register an employee within ten business days prior to the class start, please call the community college for class registration availability.

List employee names in order of priority on the HRD Form 410. If the number of registrants exceeds class capacity, confirmation will be according to departmental priority.

The HRD Form 410 is sent to the respective course provider (vendor) regardless of class location listed in the training schedule (see attached Course Provider List).

The course provider is identified in the course fee column For example: '$20.00-KCC.'

CONFIRMATION:

Enrollment is confirmed on a first-come, first-served basis. Each course provider (vendor) will notify the contact person listed on the 410 when confirming attendance. To facilitate the confirmation process, departments should provide a FAX contact number as well as a phone number.

* Important Note: Vendor will notify only those confirmed to attend a class. Therefore all registrants (whether DPOs or employees) are reminded that they should not assume confirmation status without verification from the vendor.

CANCELLATION:

The vendor will accept cancellations up to five working days prior to the start of class. Cancellations less than five working days prior to the start of class will be charged the class registration fee.

Course providers will notify the department contact person when a class is cancelled or if there are any class changes.

SUBSTITUTION:

Substitutes are allowed by course providers. Each substitute must inform the class instructor of the employee's name they are replacing.

PAYMENT:

Class payment is made to the respective course provider (vendor) as indicated in the course fee column upon receipt of invoice.

PARKING/SPECIAL NEEDS:

Parking arrangements are to be handled through each course provider.

Departments must indicate any arrangements on the HRD Form 410 for special needs (e.g. sign language interpreter, large print materials, mobility devices, etc.) that is sent to the vendors.

State of Hawaii
Department of Human Resources Development Sponsored Courses
Registration Form 410

Course Title: _____Course Date/Time: _____

Course Provider: _____Course/Session No. (if applicable) _____

Course Location /Campus: _____Fee $ _____

Course Provider's Address:
_____

Registrant's Department Information:

Dept. Name/Address:
_____

Contact Person: _____ Phone: _____ P.O.:_____

Contact Person's E-mail _____ FAX No.: _____

 Instructions:
1) List only **one** class and session per form.
2) List participants **in order of priority**.
3) Mail this registration form directly to the course provider or departmental personnel office (if applicable).
Enrollment is on first come, first served basis.
4) Persons who have **special needs** (e.g. sign language interpreter, large print materials, mobility devices, etc.)
should note this on the Form 410 and submit it **no later than 10 working days prior** to the start of class.
===

Name/s (Last, First, M.I.)	E-mail Address	Title	Division	Phone No.

===

_____

_____

_____

_____

_____

I have determined that this training is appropriate for the position(s) listed above.

Signature of Division Supervisor: _____ Date: _____

Signature of Dept. Head or authorized rep.:_____ Date: _____

CLASS LOCATION CODES

Class Location   **Location Address**

Hilo
HI HaCCclc   Hawaii Community College, Computer Learning Ctr, Bldg 380, Hilo
HI ArmRCtr   Army Reserve Center, 470 W. Lanikaula Street, Hilo
HI SOB Hilo   State Office Building, conference rooms, Hilo
HI UPWHilo   UPW conference room, 362 E. Lanikaula St, Hilo

Kona
KoAirP Kona   Keahole-Kona International Airport, Conference Room, Kona
Old KonaAirP   Old Kona Airport Pavilion, 75-548 Kuakini Highway, Kona
Ko HaCC   Hawaii Community College, Kona (location to be determined)

Kauai
Ka Kacc OCET MC   Kauai Comm College, Main Campus, OCET Trng Lab, 3-1901 Kaumualii Hwy, Lihue
Ka KaccPAC   Kauai Comm College, Performing Arts Center, 3-1901 Kaumualii Hwy, Lihue
Ka KaccOCET WS   Kauai Comm College, Westside, 9935 Kaumualii Hwy, Suite A, Waimea
Ka Moikeha   Moikeha Building, conference rooms, 4444 Rice Street, Lihue
Ka SBCR   State Building, conference rooms, 3060 Eiwa Street, Lihue
Ka UPW   Kauai UPW conference room, 4211 Rice Street, Lihue

Maui
Ma CD Cty Bldg   Maui Civil Defense Emergency Operations Ctr, County Bldg, 200 S. High St, Wailuku
Ma DOT Hwy   DOT Hwys Division, conference room, 650 Palapala Drive, Kahului
Ma MaCC   Maui Comm College, Laulima, Room 225, 310 Kaahumanu Avenue, Kahului
Ma UPW   Maui UPW conference room, 841 Kolu Street, Wailuku
Mo SOBCR   Molokai State Office Building conference room, 45 Makaena Place, Kaunakakai

Oahu
CTA Airport Campus   550 Paiea Street, Honolulu
Oa Aloha ST   Aloha Stadium, Hospitality Room, 99-500 Salt Lake Boulevard, Honolulu
Oa Hoomaluhia VC   Ho'omaluhia Botanical Gardens, Visitor Center, 45-680 Luluku Road, Kaneohe
Oa KCCkauila   Kapiolani Comm College, Kauila Bldg, various rms, 4303 Diamond Head Road
Oa KCCmano   Kapiolani Comm College, Manono Bldg; various rms, 4303 Diamond Head. Road
Oa LCCce202   Leeward Comm College, Community Svcs Bldg, 96-045 Ala Ike Street, Pearl City
Oa CapCtr rm 303   ICSD Computer Lab, Capitol Center Bldg, 1177 Alakea Street, rm 303, Honolulu
Oa StCapAu   Hawaii State Capitol, Basement Auditorium, 415 S. Beretania Street, Honolulu
Oa SB SOT   State Office Tower (Leiopapa A Kamehameha) various rooms, 235 S. Beretania Street
Oa Kapolei St Bldg   Kakuhihewa State Bldg., 601 Kamokila Blvd, Kapolei
Oa UHM Ca Ctr   University of Hawaii at Manoa, Campus Center, various rooms, 2465 Campus Road
Oa Kailua WasteH$_2$0Pl   Kailua Wastewater Treatment Plant, Admin. Bldg., 2nd Floor, 95 Kaneohe Bay Drive

COURSE PROVIDER LIST FOR REGISTRATION & PAYMENTS

- Department of Human Resources Development (HRD)
  HRD payments to Journal Voucher account code: **805-S-05-310-P-1368-0600**

- Training Office (HRD)   Ph: 587-1050
  235 S. Beretania Street, Room 1004   Fax: 587-1107
  Honolulu, Hawaii 96813-2437

- Hawaii Community College (HaCC)   Ph: 974-7531
  Office of Continuing Education and Training   Fax: 974-7487
  200 W. Kawili Street
  Hilo, Hawaii 96720-4091

- Honolulu Community College (HCC)   Ph: 845-9296
  Pacific Center for Advanced Technology Training   Fax: 845-3767
  (aka: Continuing Education and Training)
  874 Dillingham Boulevard
  Honolulu, Hawaii 96817

- Kapiolani Community College (KCC)
  Contact: Janet Sasaoka or   Ph: 734-9256
  Edward Valdez   Ph: 734-9153
  College Information Office   Fax: 734-9447
  4303 Diamond Head Road
  Honolulu, Hawaii 96816

- Kauai Community College (KaCC)   Ph: 245-8318
  Office of Continuing Education and Training   Fax: 245-8271
  3-1901 Kaumualii Highway
  Lihue, Hawaii 96766-9500

- Leeward Community College (LCC)   Ph: 455-0477
  Office of Continuing Education and Training   Fax: 453-6730
  96-045 Ala Ike Street
  Pearl City, Hawaii 96782
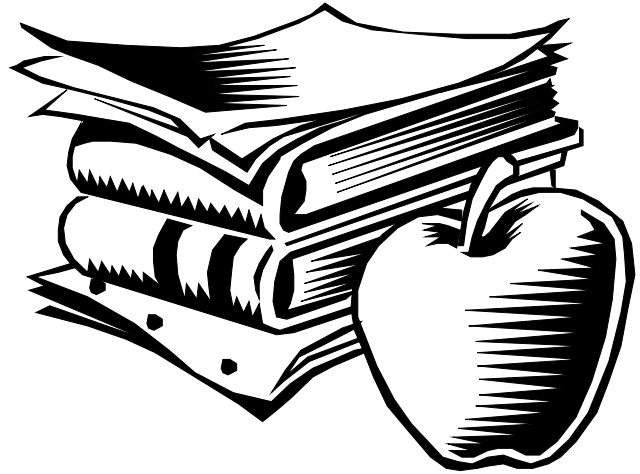
Training Schedule

January – June
2005

State of Hawaii
Department of Human Resources Development

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BIG ISLAND - KONA

INDIVIDUAL/INTERPERSONAL DEVELOPMENT

SAFETY

KAUAI

AMERICANS WITH DISABILITY

COMPUTERS

MANAGERIAL/BUSINESS

BIG ISLAND - HILO

Reminder: Register with your departmental personnel office.

Note: Days are designated as: M (Mon); T (Tue); W (Wed); R (Thu); F (Fri)

AMERICANS WITH DISABILITY ACT (ADA)

EMPLOYMENT NON-DISCRIMINATION PROVISIONS - AN INTRODUCTION (ENDPI)
This seminar will provide an on overview of the basic non-discrimination provisions in employment, including a definition of who is covered under the law? What can and can't an employer do in the interview and pre-hiring, promotions, transfers, etc? What are the requirements for confidentiality?

Session 0003   May 24   10:00a-12:00p $0.00-HRD   HI SOB Hilo, ConfRm C

Note: Seminars ENDPI and ENDPA (see below) are offered on the same day at different times.

EMPLOYMENT NON-DISCRIMINATION PROVISIONS -ADVANCED DISCUSSION ON REASONABLE ACCOMMODATION (ENDPA)
This seminar will provide an advanced discussion of reasonable accommodation principles and how to determine what is or is not reasonable? Reassignment, light duty, working at home, flexible schedules, and more will be discussed, along with several case scenarios. *Prerequisite: Attendee should take the Introduction Course (ENDPI) or have basic training on ADA prior to signing up.*

Session 0003   May 24   1:00-3:00p $0.00-HRD   HI SOB Hilo, ConfRm C

Note: ENDPI and ENDPA are offered on the same day at different times.

ACCESS TO SERVICES: WHAT IS REQUIRED UNDER TITLE II OF THE ADA (ASR)
This seminar will explain the basic requirements for access to government services (Title II of the ADA) and explain the differences in obligations between a government entity and a private business. (Note: This session will not go into depth on communication access requirements for interpreters, captioners, the relay service, etc. Those requirements will be discussed in CAT, see below, later in the day).

Session 0003   May 17   10:00a-12:00p $0.00-HRD   HI SOB Hilo, ConfRm C

Note: ASR and CAT (see below) are offered on the same day at different times.

COMMUNICATION ACCESS AND TELECOMMUNICATIONS (CAT)
This seminar will provide an in-depth understanding of communication access requirements for people who are deaf, hard of hearing, blind, visually impaired, or have other communication needs. The discussion will focus on interpreters, captioners, Braille and other alternate format, television decoders, web access, and other technology. Appropriate for anyone interacting with the public.

Session 0003   May 17   1:00-3:00p $0.00-HRD   HI SOB Hilo, ConfRm C

Note: ASR and CAT offered on the same day at different times.

ADA: UNDERSTANDING THE DESIGN GUIDELINES AND REQUIREMENTS – BASICS (ADAAG)
This seminar will provide an overview, through video and slides, on the Americans with Disabilities Act Design Guidelines. Learn the basic requirements for parking, entrances, doors, restrooms, phones, and all other elements on a building, facility, or site. An overview of the requirements for new construction, alterations, and existing facilities will also be provided. Appropriate for program managers, supervisors, or anyone concerned with safety or physical site access. This is NOT a course for architects or engineers, but a basic introduction to facility accessibility for the non-designer.

Session 0003   Jun 1   10:00-12:00p $0.00-HRD   HI SOB Hilo, ConfRm C

COMPUTER

COMPUTERS FOR THE FIRST TIME USERS
This course is for inexperienced or first time users. Basic skills are introduced such as using a mouse, the desktop, menus, and the disk. Recommended for entry into Computer Basics course if needed.

051S301	Jan 25, 26	TW	1:30p-3:30p	$49-HaCC	HI HaCCclc
051S302	Feb 22, 23	TW	1:30p-3:30p	$49-HaCC	HI HaCCclc
051S303	Mar 9, 10	WR	8:00a-10:00a	$49-HaCC	HI HaCCclc
052S301	May 31, June 1	TW	1:30p-3:30p	$49-HaCC	HI HaCCclc
052S302	Jun 15, 16	WR	8:00a-10:00a	$49-HaCC	HI HaCCclc

COMPUTER BASICS
This computer course is specially designed for the new or non-computer user. Focusing on desktop applications, you will be taught the basic skills involved when utilizing Microsoft Word and Excel software programs, as well as a brief exploration of the Internet. Every student will be given time to apply skills with drills and problems. At the conclusion of this course, most learners will be proficient with the basic elements of these programs. Recommended preparation: Keyboarding 20-25 wpm or completion of Keyboarding course.

051C111	Jan 10-31	M-F	8:00a-12:00p	$485-HaCC	HI HaCCCclc
051C112	Feb 14 - Mar 7	M-F	8:00a-12:00p	$485-HaCC	HI HaCCCclc
051C113	Mar 28 - Apr 15	M-F	8:00a-12:00p	$485-HaCC	HI HaCCCclc
052C111	Apr 25 - May 13	M-F	8:00a-12:00p	$485-HaCC	HI HaCCCclc
052C112	May 23 - Jun 14	M-F	8:00a-12:00p	$485-HaCC	HI HaCCCclc
052C113	Jun 27 - Jul 18	M-F	8:00a-12:00p	$485-HaCC	HI HaCCCclc

MICROSOFT WINDOWS 2002 (XP): INTRODUCTION
This course will teach you the basic techniques and skills to navigate through the Windows environment. Learn computer concepts and terminology, how to start and exit programs, open and close documents and move and resize windows. (Textbook included)

051C131	Jan 10, 11	MT	1:00p-400p	$85-HaCC	HI HaCCCclc
052C131	May 2, 3	MT	1:00p-400p	$85-HaCC	HI HaCCCclc

MICROSOFT WORD 2000: INTRODUCTION
Learn word processing skills using Microsoft Word. Topics include creating and editing a document, inserting dates and time, changing fonts, adding bullets, adjusting tab stops, and inserting section breaks. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

051C141	Jan 27, 28	RF	1:00p-4:00p	$95-HaCC	HI HaCCCclc
051C142	Mar 21, 22	MT	8:00a-11:00a	$95-HaCC	HI HaCCCclc
052C141	May 23, 24	MT	1:00p-4:00p	$95-HaCC	HI HaCCCclc

MICROSOFT WORD 2000: INTERMEDIATE

Learn additional editing and formatting techniques create a table, set up multiple-column documents, use styles and templates, set up an outline, and use mail merge features. If time permits, Word's Internet features will be covered. Recommended preparation: Microsoft Word Introduction class or have equivalent knowledge. (Textbook included)

051C151	Feb 17, 18	RF	1:00p-4:00p	$95-HaCC	HI HaCCCclc
052C151	Apr 21, 22	RF	8:00a-11:00a	$95-HaCC	HI HaCCCclc
052C152	Jun 20, 21	MT	1:00p-4:00p	$95-HaCC	HI HaCCCclc

MICROSOFT WORD 2000: ADVANCED

Get an in-depth look at Word's advanced features. Topics include adding calculations to tables, working with charts and pictures, creating forms, and managing workgroup projects. Recommended preparation: Microsoft Word Intermediate class or have equivalent knowledge. (Textbook included)

051C421	Feb 24	R	12:30p-4:30p	$85-HaCC	HI HaCCCclc
052C421	Apr 25	M	12:30p-4:30p	$85-HaCC	HI HaCCCclc
052C422	Jun 23	R	12:00p-4:00p	$85-HaCC	HI HaCCCclc

MICROSOFT WORD 2000: MACROS

Do you often perform a task repeatedly? Would you like to automate these tasks and simplify your job? Learn to use Macros, a series of commands and instructions that you group together as a single command to accomplish a task automatically. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

051C431	Feb 28	M	12:30p-4:30p	$85-HaCC	HI HaCCCclc
052C431	Apr 26	T	12:30p-4:30p	$85-HaCC	HI HaCCCclc
052C432	Jun 30	R	12:30p-4:30p	$85-HaCC	HI HaCCCclc

MICROSOFT WORD 2002 (XP): INTRODUCTION

Learn word processing skills using Microsoft Word. Topics include creating and editing a document, inserting dates and time, changing fonts, adding bullets, adjusting tab stops, and inserting section breaks. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

| 051C161 | Jan 13, 14 | RF | 8:00a-11:00a | $95-HaCC | HI HaCCCclc |
| 052C161 | May 12, 13 | RF | 1:00p-4:00p | $95-HaCC | HI HaCCCclc |

MICROSOFT WORD 2002 (XP): INTERMEDIATE

Learn additional editing and formatting techniques create a table, set up multiple-column documents, use styles and templates, set up an outline, and use mail merge features. If time permits, Word's Internet features will be covered. Recommended preparation: Microsoft Word Introduction class or have equivalent knowledge. (Textbook included)

| 051C171 | Feb 1, 2 | TW | 8:00a-11:00a | $95-HaCC | HI HaCCCclc |
| 052C172 | Jun 13, 14 | MT | 8:00a-11:00a | $95-HaCC | HI HaCCCclc |

MICROSOFT WORD 2002 (XP): ADVANCED

Get an in-depth look at Word's advanced features. Topics include adding calculations to tables, working with charts and pictures, creating forms, and managing workgroup projects. Recommended preparation: Microsoft Word Intermediate class or have equivalent knowledge. (Textbook included)

| 051C361 | Feb 23 | W | 8:00a-12:00p | $85-HaCC | HI HaCCCclc |
| 052C362 | Jun 24 | F | 8:00a-12:00p | $85-HaCC | HI HaCCCclc |

MICROSOFT EXCEL 2000: INTRODUCTION
This course is designed to introduce you to Excel spreadsheets. Learn the skills to create and manage data, modify columns and rows, use worksheet shortcuts, add borders and shading, and use Excel functions (Sum, Average, and Count). Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

051C181	Jan 18, 19	TW	1:00p-4:00p	$95-HaCC	HI HaCCClc
051C182	Mar 8, 9	TW	8:00a-11:00a	$95-HaCC	HI HaCCClc
052C181	May 9, 10	MT	1:00p-4:00p	$95-HaCC	HI HaCCClc

MICROSOFT EXCEL 2000: INTERMEDIATE
Broadening your knowledge of Excel. You will learn to use templates, use more Excel functions (Financial, Logical, Date/Time, Vlookup, and Hlookup), insert check box controls, create charts, and link related worksheets. Recommended preparation: Microsoft Excel Introduction class or have equivalent knowledge. (Textbook included)

051C191	Feb 7, 8	MT	1:00p-4:00p	$95-HaCC	HI HaCCClc
052C191	Apr 19, 20	TW	8:00a-11:00a	$95-HaCC	HI HaCCClc
052C192	Jun 6, 7	MT	1:00p-4:00p	$95-HaCC	HI HaCCClc

MICROSOFT EXCEL 2000: ADVANCED
Learn to use Excel's advanced features. Topics include restricting cell entries, applying conditional formatting, creating custom templates, creating PivotTable and PivotChart reports. Recommended preparation: Microsoft Excel Intermediate class or have equivalent knowledge. (Textbook included)

051C401	Feb 22	T	12:30p-4:30p	$85-HaCC	HI HaCCClc
052C401	Apr 27	W	12:30p-4:30p	$85-HaCC	HI HaCCClc
052C402	Jun 22	W	12:00p-4:00p	$85-HaCC	HI HaCCClc

MICROSOFT EXCEL 2000: MACROS
Do you frequently perform the same task over and over again? You can automate these tasks with a Macro. A macro is a series of commands and functions that are stored and can be run whenever you need to perform the task. Maximizing your efficiency is just a click away. Recommended preparation: Microsoft Excel Introduction class or have equivalent knowledge. (Textbook included)

051C411	Feb 23	W	12:30p-4:30p	$85-HaCC	HI HaCCClc
052C411	Apr 28	R	12:30p-4:30p	$85-HaCC	HI HaCCClc
052C412	Jun 29	W	12:30p-4:30p	$85-HaCC	HI HaCCClc

MICROSOFT EXCEL 2002 (XP): INTRODUCTION
This course is designed to introduce you to Excel spreadsheets. Learn the skills to create and manage data, modify columns and rows, use worksheet shortcuts, add borders and shading, and use Excel functions (Sum, Average, and Count). Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

| 051C201 | Jan 27, 28 | RF | 8:00a-11:00a | $95-HaCC | HI HaCCClc |
| 052C201 | May 19, 20 | RF | 1:00p-4:00p | $95-HaCC | HI HaCCClc |

MICROSOFT EXCEL 2002 (XP): INTERMEDIATE
Broadening your knowledge of Excel. You will learn to use templates, use more Excel functions (Financial, Logical, Date/Time, Vlookup, and Hlookup), insert check box controls, create charts, and link related worksheets. Recommended preparation: Microsoft Excel Introduction class or have equivalent knowledge. (Textbook included)

| 051C211 | Feb 15, 16 | TW | 8:00a-11:00a | $95-HaCC | HI HaCCClc |
| 052C212 | Jun 16, 17 | RF | 8:00a-11:00a | $95-HaCC | HI HaCCClc |

MICROSOFT EXCEL 2002 (XP): ADVANCED
Learn to use Excel's advanced features. Topics include restricting cell entries, applying conditional formatting, creating custom templates, creating PivotTable and PivotChart reports. Recommended preparation: Microsoft Excel Intermediate class or have equivalent knowledge. (Textbook included)

| 051C351 | Feb 25 | F | 8:00a-12:00p | $85-HaCC | HI HaCCClc |
| 052C352 | Jun 23 | R | 8:00a-12:00p | $85-HaCC | HI HaCCClc |

MICROSOFT ACCESS 2000: INTRODUCTION
This course is designed to introduce you to the fundamental features of a database. Topics include setting up a database, creating forms, modifying and manipulating data, displaying records, and creating simple reports. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

| 051C301 | Jan 24, 25 | MT | 1:00p-4:00p | $95-HaCC | HI HaCCClc |
| 052C301 | May 5, 6 | RF | 1:00p-4:00p | $95-HaCC | HI HaCCClc |

MICROSOFT ACCESS 2000: TABLES
Learn to modify the design of a table, add memo fields to a table, work with multiple tables, create relationships, validate field entries, and create Lookup fields. Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

| 051C311 | Feb 2 | W | 1:00p-4:00p | $59-HaCC | HI HaCCClc |
| 052C311 | May 18 | W | 1:00p-4:00p | $59-HaCC | HI HaCCClc |

MICROSOFT ACCESS 2000: FORMS
Learn how to design custom forms, add headers and footers, add calculation controls, add pictures, and modify form properties. Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

| 051C321 | Feb 3 | R | 1:00p-4:00p | $59-HaCC | HI HaCCClc |
| 052C321 | May 19 | R | 1:00p-4:00p | $59-HaCC | HI HaCCClc |

MICROSOFT ACCESS 2000: QUERIES & REPORTS
Learn how to extract your information from multiple tables to create reports, cover sheets, and mailing labels. Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

| 051C331 | Feb 4 | F | 1:00p-4:00p | $59-HaCC | HI HaCCClc |
| 052C331 | May 20 | F | 1:00p-4:00p | $59-HaCC | HI HaCCClc |

MICROSOFT POWERPOINT 2000: INTRODUCTION
Learn to create professional-looking presentations with Microsoft PowerPoint. Learn to create slides, add a table, insert clipart images, and design templates. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

051C261	Jan 20, 21	RF	1:00p-4:00p	$95-HaCC	HI HaCCCclc
051C262	Mar 17, 18	RF	8:00a-11:00a	$95-HaCC	HI HaCCCclc
052C261	May 16, 17	MT	1:00p-4:00p	$95-HaCC	HI HaCCCclc

MICROSOFT POWERPOINT 2000: INTERMEDIATE
Expanding on your PowerPoint Introduction experience, learn to share data with Microsoft Excel and Word, add special artistic effects, work with autoshapes, add animation effects, and use PowerPoint Internet features. Recommended preparation: Microsoft PowerPoint Introduction class or have equivalent knowledge. (Textbook included)

051C441	Feb 14, 15	MT	1:00p-4:00p	$95-HaCC	HI HaCCCclc
052C441	Apr 4, 5	MT	1:00p-4:00p	$95-HaCC	HI HaCCCclc
052C442	Jun 13, 14	MT	1:00p-4:00p	$95-HaCC	HI HaCCCclc

MICROSOFT POWERPOINT 2000: ADVANCED
Refine your skills by learning PowerPoint's advanced feature by learning to reset paragraph indentations, include sounds and videos in a presentation, exclude a slide from a slide show, and create custom design templates. Recommended preparation: Microsoft PowerPoint Intermediate class or have equivalent knowledge. (Textbook included)

051C451	Feb 25	F	12:30p-4:30p	$85-HaCC	HI HaCCCclc
052C451	Apr 19	T	12:00p-4:00p	$85-HaCC	HI HaCCCclc
052C452	Jun 24	F	12:00p-4:00p	$85-HaCC	HI HaCCCclc

MICROSOFT POWERPOINT 2002 (XP): INTRODUCTION
Learn to create professional-looking presentations with Microsoft PowerPoint. Learn to create slides, add a table, insert clipart images, and design templates. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

051C271	Jan 24, 25	MT	8:00a-11:00a	$95-HaCC	HI HaCCCclc
052C271	May 26, 27	RF	1:00p-4:00p	$95-HaCC	HI HaCCCclc

MICROSOFT POWERPOINT 2002 (XP): INTERMEDIATE
Expanding on your PowerPoint Introduction experience, learn to share data with Microsoft Excel and Word, add special artistic effects, work with autoshapes, add animation effects, and use PowerPoint Internet features. Recommended preparation: Microsoft PowerPoint Introduction class or have equivalent knowledge. (Textbook included)

051C381	Feb 8, 9	TW	8:00a-11:00a	$95-HaCC	HI HaCCCclc
052C382	Jun 20, 21	MT	8:00a-11:00a	$95-HaCC	HI HaCCCclc

MICROSOFT POWERPOINT 2002 (XP): ADVANCED

Refine your skills by learning PowerPoint's advanced feature by learning to reset paragraph indentations, include sounds and videos in a presentation, exclude a slide from a slide show, and create custom design templates. Recommended preparation: Microsoft PowerPoint Intermediate class or have equivalent knowledge. (Textbook included)

| 051C391 | Feb 24 | R | 8:00a-12:00p | $85-HaCC | HI HaCCCclc |
| 052C392 | Jun 27 | M | 8:00a-12:00p | $85-HaCC | HI HaCCCclc |

MICROSOFT FRONTPAGE 2000: INTRODUCTION

FrontPage will allow you to create and manage a visually pleasing and easy to navigate web site. By using existing templates and wizards, creating a web page will be a breeze. Other topics include applying themes; insetting and modifying pictures; and adding animations. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

| 051C281 | Jan 13, 14 | RF | 1:00p-4:00p | $95-HaCC | HI HaCCCclc |

MICROSOFT FRONTPAGE 2000: INTERMEDIATE

Broaden your FrontPage knowledge by learning table operations, customizing individual web pages, creating a frames page, and creating web forms. Recommended preparation: Microsoft FrontPage Introduction class or have equivalent knowledge. (Textbook included)

| 051C291 | Feb 9, 10 | WR | 1:00p-4:00p | $95-HaCC | HI HaCCCclc |

MICROSOFT FRONTPAGE 2002 (XP): INTRODUCTION

FrontPage will allow you to create and manage a visually pleasing and easy to navigate web site. By using existing templates and wizards, creating a web page will be a breeze. Other topics include applying themes; insetting and modifying pictures; and adding animations. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

| 052C341 | May 9, 10 | MT | 8:00a-11:00a | $95-HaCC | HI HaCCCclc |

INDIVIDUAL/INTERPERSONAL DEVELOPMENT

Note: Days are designated as: M (Mon); T (Tues); W (Weds); R (Thurs); F (Fri)

CIVIL SERVICE TYPING EXAM

The results of this exam can be used for verification on civil service applications. Pre-registration is required. Bring a photo ID to the exam and plan to arrive 10-15 minutes prior to the start of the exam.

051N800	Jan 28	F	2:00p-3:00p	$10-HaCC	Hi HaCC
051N802	Feb 25	F	2:00p-3:00p	$10-HaCC	HI HaCC
051N804	Mar 11	F	9:00a-10:00a	$10-HaCC	Hi HaCC
052N807	Jun 3	F	2:00p-3:00p	$10-HaCC	Hi HaCC
052N809	Jun 17	F	9:00a-10:00a	$10-HaCC	Hi HaCC

HOW TO MANAGE TIME AND GET THINGS DONE

If you don't have enough time in the day to do all that you want to do, this workshop is for you! Identify your time management style, learn how to eliminate time wasters, learn 5 practical steps to effective time management, and begin to get things done. Instead of working with the physically challenged, instructor Ruth Wong works with the "organizationally challenged."

| 051N008 | Feb 2 | W | 12:30p-4:30p | $59-HaCC | Hi HaCC |

OVERCOMING ROADBLOCKS TO GETTING THINGS DONE

Learn from a professional organizer practical tools and techniques to conquer clutter and overcome procrastination so you can begin to get things done.

| 051N009 | Feb 3 | R | 8:30a-12:30p | $59-HaCC | Hi HaCC |

DELIVERING QUALITY CUSTOMER SERVICE
People who project a positive attitude about themselves, about their jobs, and about their job skills are the most successful in dealing with customers. All of the rest is technique. This workshop discusses projecting a positive attitude and shows participants the techniques necessary for customer service.

051N010	Feb 8	T	8:30a-4:00p	$99-HaCC	Hi HaCC

DEALING WITH DIFFICULT PEOPLE
What makes some people more difficult to interact with and others so easy to relate to? Learn ways to greatly improve your ability to work effectively with those that "rub you the wrong way."

051N011	Feb 18	F	8:30a-12:00p	$59-HaCC	Hi HaCC

BUSINESS WRITING
Get your point across with greater ease. Develop a number of practical skills for effective writing in a broad range of business applications, business letters, memos, meeting minutes, reports, and e-mail communications. Practical and effectively produce several examples and forms of business writing using easy-to-use templates and outlines. Learn how to successfully communicate to others through technology.

051N016	Mar 18	F	8:30a-12:00p	$59-HaCC	Hi HaCC
051N017	Mar 18	F	1:00p-4:30p	$59-HaCC	Hi HaCC
052N001	Jun 3	F	8:30a-12:00p	$59-HaCC	Hi HaCC
052N002	Jun 3	F	1:00p-4:30p	$59-HaCC	Hi HaCC

THRIVING IN A CHANGE CRAZY WORLD
Learn to understand the nature of change and learn the 5 keys to thriving—not just surviving in this world that keeps constantly changing. Key principles and concepts to help you keep up with change include: the "S" curve, "True North", thinking styles and their impact on creativity and how to make course corrections.

052N010	Apr 8	F	8:30a-12:00p	$59-HaCC	Hi HaCC

MEETINGS THAT WORK
Gain confidence in designing and preparing for a meeting. Learn fundamental meeting management skills, tools, and a "road map" to help you achieve notable improvements in your meeting with organizations and at work.

052N011	Apr 8	F	1:00-4:30p	$59-HaCC	Hi HaCC

RAISING THE BAR
Strive to reach new heights—whether it be in your personal or professional life. This is a workshop on innovation, creativity and continuous improvement as a way of life. Take this first step to try to improve the quality of your life.

052N003	May 13	F	8:30a-12:30p	$59-HaCC	Hi HaCC

GRAMMAR REFRESHER
This workshop presents a review of writing skills and a presentation of practical techniques for creating clear sentences, developing coherent paragraphs, selecting the right vocabulary, and punctuating correctly.

052N004	May 17	T	8:30a-4:00p	$99-HaCC	Hi HaCC

THE RING OF SERVICE: BASICS OF TELEPHONE ETIQUETTE
Explore all the rules of telephone courtesy to a single, simple, and easy-to-remember concept. Explore the steps to create "knock your socks off" experiences on the telephone!

052N005	May 20	F	8:30a-12:00p	$59-HaCC	Hi HaCC

FEEDBACK AND COACHING
The successful supervisor/manager motivates employees to a job well done. This session will help supervisors/managers increase productivity through coaching. The class presents techniques for developing clear expectations, giving rewards, providing routine reinforcement, and correcting negative behavior without causing ill-feelings. Through coaching, learn to enrich your employee's working life and increase your success as a supervisor/manager.

052N006	Jun 14	T	8:30a-4:00p	$99-HaCC	Hi HaCC

SAFETY

DEFENSIVE DRIVING COURSE
Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty. Min. 20 registrants.

HIDDC05	By Appt		8:00 am-3:00 pm	$55.00-LCC	Requestor Site

DRIVER IMPROVEMENT PROGRAM
Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, drug & alcohol liability, and serves to increase equipment availability. Min. 20 registrants.
Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

HIDIP105	Jan 27	R	8:00 am-3:00 pm	$60.00-LCC	Requestor Site

DIP ROAD EVALUATION
Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed. Copy of evaluation report prepared for agency.

HIDIP-Eval	By Appt	By Appt	$20.00-LCC	Requestor Site

FORKLIFT TRAINING
Training and certification of lift truck operators which meet HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course. Leeward Community College Certificate of Completion issued. Minimum of 20 registrants required. (Neighbor islands by appointment only - forklift provided by requestor.)

HIFKL05	By Appt	8:00 am-3:00 pm	$60.00-LCC	Requestor site

BIG ISLAND - KONA

INDIVIDUAL/INTERPERSONAL DEVELOPMENT

MEETINGS THAT WORK
Gain confidence in designing and preparing for a meeting. Learn fundamental meeting management skills, tools, and a "road map" to help you achieve notable improvements in your meeting with organizations and at work.

051N013	Jan 21	F	9:00a-12:30p	$59-HaCC	Ko HaCC
051N025	Jan 21	F	1:00-4:30p	$59-HaCC	Ko HaCC

BUSINESS WRITING
Get your point across with greater ease. Develop a number of practical skills for effective writing in a broad range of business applications, business letters, memos, meeting minutes, reports, and e-mail communications. Practical and effectively produce several examples and forms of business writing using easy-to-use templates and outlines. Learn how to successfully communicate to others through technology.

051N014	Feb 4	F	9:00a-12:30p	$59-HaCC	Ko HaCC
051N026	Feb 4	F	1:00p-4:30p	$59-HaCC	Ko HaCC
052N007	May 13	F	9:00a-12:30p	$59-HaCC	Ko HaCC
052N008	May 13	F	1:00p-4:30p	$59-HaCC	Ko HaCC

OVERCOMING ROADBLOCKS TO GETTING THINGS DONE
Learn from a professional organizer practical tools and techniques to conquer clutter and overcome procrastination so you can begin to get things done.

051N015	Feb 4	F	8:30a-12:30p	$59-HaCC	Ko HaCC

DEALING WITH DIFFICULT PEOPLE
What makes some people more difficult to interact with and others so easy to relate to? Learn ways to greatly improve your ability to work effectively with those that "rub you the wrong way."

051N012	Feb 11	F	9:00a-12:30p	$59-HaCC	Ko HaCC
051N027	Feb 11	F	1:00p-4:30p	$59-HaCC	Ko HaCC

CUSTOMERS FOR LIFE
Understand and appreciate exceptional, delightful service and how the implementation and practice of it creates loyal customers. Learn Dr. Deming's Trillion Dollar Formula for quality service.

051N024	Mar 11	F	9:00a-12:30p	$59-HaCC	Ko HaCC
051N028	Mar 11	F	1:00p-4:30p	$59-HaCC	Ko HaCC

INTERPERSONAL COMMUNICATION
This practical workshop gives you flexible strategies for controlling interpersonal conflict and shows you how to talk to people the way they want and need so they respond positively, giving you the results you want. Through discussion and practice, learn the techniques necessary for successful interpersonal relations on the job and in life.

051N018	Mar 16	W	8:30a-4:00p	$99-HaCC	Ko HaCC

BASIC FACTUAL REPORTING
Writing a factual observation or incident report has become increasingly important as legal, legislative and personnel review have become more common. This workshop is designed to help you discover some of the standard guidelines for constructing and completing the factual report efficiently and accurately.

052N009	May 24	T	8:30a-4:00p	$99-HaCC	Ko HaCC

SAFETY

DEFENSIVE DRIVING COURSE
Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty. Min. 20 registrants.

KODDC05	By Appt	8:00 am-3:00 pm	$55.00-LCC	Requestor Site

DRIVER IMPROVEMENT PROGRAM
Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, drug & alcohol liability, and serves to increase equipment availability. Min. 20 registrants.
Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

KODIP205	Feb 17	R	8:00 am-3:00 pm	$60.00-LCC	Requestor Site

DIP ROAD EVALUATION
Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed. Copy of evaluation report prepared for agency.

KODIP05-Eval	By Appt	By Appt	$20.00-LCC	Requestor Site

FORKLIFT TRAINING
Training and certification of lift truck operators which meet HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course. Leeward Community College Certificate of Completion issued. Minimum of 20 registrants required. (Neighbor islands by appointment only - forklift provided by requestor.)

KOFKL05	By Appt	8:00 am-3:00 pm	$60.00-LCC	Requestor site

KAUAI
Reminder: Register with your departmental personnel office.

Location Code:	(MC) Main Campus 3-1901 Kaumuali`i Hwy. Lihue, HI 96766	KaccOCET MC (main campus) KaccOCET-1 MC (Lab 1) KaccOCET-2 MC (Lab 2)

AMERICANS WITH DISABILITY ACT (ADA)

EMPLOYMENT NON-DISCRIMINATION PROVISIONS - AN INTRODUCTION (ENDPI)
This seminar will provide an on overview of the basic non-discrimination provisions in employment, including a definition of who is covered under the law? What can and can't an employer do in the interview and pre-hiring, promotions, transfers, etc? What are the requirements for confidentiality?
Session 0002   May 18   10:00a-12:00p $0.00-HRD   Ka Moikeha, 2A & 2B

Note: Seminars ENDPI and ENDPA (see below) are offered on the same day at different times.

EMPLOYMENT NON-DISCRIMINATION PROVISIONS -ADVANCED DISCUSSION ON REASONABLE ACCOMMODATION (ENDPA)
This seminar will provide an advanced discussion of reasonable accommodation principles and how to determine what is or is not reasonable? Reassignment, light duty, working at home, flexible schedules, and more will be discussed, along with several case scenarios. *Prerequisite: Attendee should take the Introduction Course (ENDPI) or have basic training on ADA prior to signing up.*
Session 0002   May 18   1:00-3:00p $0.00-HRD   Ka Moikeha, 2A & 2B

Note: ENDPI and ENDPA are offered on the same day at different times.

ACCESS TO SERVICES: WHAT IS REQUIRED UNDER TITLE II OF THE ADA (ASR)
This seminar will explain the basic requirements for access to government services (Title II of the ADA) and explain the differences in obligations between a government entity and a private business. (Note: This session will not go into depth on communication access requirements for interpreters, captioners, the relay service, etc. Those requirements will be discussed in CAT, see below, later in the day).
Session 0002   May 11   10:00a-12:00p $0.00-HRD   Ka Moikeha, 2A & 2B

Note: ASR and CAT (see below) are offered on the same day at different times.

COMMUNICATION ACCESS AND TELECOMMUNICATIONS (CAT)
This seminar will provide an in-depth understanding of communication access requirements for people who are deaf, hard of hearing, blind, visually impaired, or have other communication needs. The discussion will focus on interpreters, captioners, Braille and other alternate format, television decoders, web access, and other technology. Appropriate for anyone interacting with the public.
Session 0002   May 11   1:00-3:00p $0.00-HRD   Ka Moikeha, 2A & 2B

Note: ASR and CAT offered on the same day at different times.

ADA: UNDERSTANDING THE DESIGN GUIDELINES AND REQUIREMENTS – BASICS (ADAAG)
This seminar will provide an overview, through video and slides, on the Americans with Disabilities Act Design Guidelines. Learn the basic requirements for parking, entrances, doors, restrooms, phones, and all other elements on a building, facility, or site. An overview of the requirements for new construction, alterations, and existing facilities will also be provided. Appropriate for program managers, supervisors, or anyone concerned with safety or physical site access. This is NOT a course for architects or engineers, but a basic introduction to facility accessibility for the non-designer.
Session 0002   May 25   10:00-12:00p $0.00-HRD   Ka Moikeha, 2A & 2B

COMPUTER
BASICS OF DESKTOP SECURITY
Learn about virus prevention, passwords, firewalls and using sound practices when using the Internet. [3 hours]
05S-C001   March 4   Fri   9 am - 12 pm $ 60   KaccOCET-1 MC

KEYBOARDING & BASIC COMPUTER OPERATION

Learn to power on the computer and proper procedures for shutdown in a "hands on" lab environment. Use of the mouse will be taught along with basic Windows navigation techniques. Learn how to "type by touch" by the end of the course using a computer-based typing tutorial with instructor-led exercises. [18 hours]

05S-C011   Feb. 1, 3, 8, 10, 15, 17   TTh   9 am - 12 pm $ 200   KaccOCET-1 MC

COMPUTERS MADE EASY

This course is for the beginning user who already has basic typing skills. Navigate within the Windows environment, practice using the mouse, and learn the fundamental concepts of hardware, software, and operating systems. Understand what you need to know to make an informed decision on purchasing a PC appropriate for your needs. An introduction to basic file management techniques will be explored. [7 hours]

05S-C021	Jan. 25 & 27	TTh	8:00 am - 11:30 am	$ 100	KaccOCET-1 MC
05S-C022	April 4 & 6	MW	1:00 pm - 4:30 pm	$100	KaccOCET-1 MC
05S-C023	May 24 & 26	TTh	1:00 pm - 4:30 pm	$100	KaccOCET-1 MC

WINDOWS XP

Learn the basics of Windows navigation, mouse operations, and window moving and resizing. Explore the components of your computer, manage folders and documents, and modify system settings to customize Windows. Create and use Windows shortcuts, rearrange icons, explore other Windows applications such as Word, Excel, Paint and Calculator, and browse the World Wide Web using Microsoft Internet Explorer. [7 hours]

05S-C031	Jan. 18 & 20	TTh	8:00 am - 11:30 am	$ 100	KaccOCET-1 MC
05S-C032	March 28 & 30	MW	1:00 pm - 4:30 pm	$ 100	KaccOCET-1 MC
05S-C033	May 17 & 19	TTh	1:00 pm - 4:30 pm	$100	KaccOCET-1 MC

MICROSOFT OFFICE PRODUCTS

ACCESS 2000 INTRODUCTION

Prerequisite: Windows experience or equivalent. Design and create a new database and table, navigate through records in datasheet view and print the datasheet of a table. Create a form and access records in form view, switch between form view and datasheet view, modify the datasheet view of a table, and sort records in a table. Create and apply a filter; create, run and modify a query and include numeric conditions and calculated fields in a query. Produce a simple or group tabular report. [7 hours]

05S-C101   April 11 & 13   MW   1:00 pm - 4:30 pm $ 100   KaccOCET-2 MC

ACCESS 2000 INTERMEDIATE

Prerequisite: Access Introduction or equivalent. Modify the design of a table, work with multiple tables on the Access Desktop and learn additional design topics. Create relationships between two tables, display and use a sub-datasheet, and create a report of database relationships.   Design a custom form and use it to enter data. Query by extracting information from multiple tables, add a calculated control to a report, add a coversheet and create a mailing label report.   Additional Intermediate Access topics include using a database wizard, compacting and repairing a database, and backing up and restoring a database. [7 hours]

05S-C111   April 18 & 20   MW   1:00 pm - 4:30 pm $ 100   KaccOCET-2 MC

ACCESS 2000 ADVANCED

Prerequisite: Access Intermediate or equivalent. Learn advanced table design techniques, form techniques, and query techniques. Create and modify a chart to represent data. Create a master-detail report, work with data access pages, and transfer data between access and other applications. Work with macros to create and run commands in the database. Use the table analyzer wizard, the performance analyzer, and database splitter wizard. Additional features covered include creating many-to-many and one-to-one relationships between tables. [7 hours]

05S-C121   April 25 & 27   MW   1:00 pm - 4:30 pm $ 100   KaccOCET-2 MC

EXCEL 2003 INTRODUCTION
Prerequisite: Windows XP or equivalent experience.

Use Excel 2003 to build financial worksheets with ease. Learn basic data and formula entry, spreadsheet formatting tools and discover the magic of "auto fill". Format worksheets using formatting options such as changing the alignment and font of cell entries. Change page orientation and add headers/footers to pages, and use borders and shading options to enhance worksheet appearance.   Excel functions to be covered include Sum, Average, Min, Max, and Count. [7 hours]

05S-C301   Feb. 28 & March 2 MW   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC

EXCEL 2003 INTERMEDIATE

Prerequisite: Excel Introduction or equivalent. Expand your knowledge of Excel editing and formatting techniques by using styles and various alignment options. Learn how to use absolute cell references in formulas. Create and plot charts to visually reflect spreadsheet data. Design and manipulate a database list that can be sorted and filtered to extract specific information. Link worksheets, control worksheet displays, and add pictures and diagrams to worksheets. [7 hours]

05S-C311   March 7 & 9   MW   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC

EXCEL 2003 ADVANCED
Prerequisite: Excel Intermediate or equivalent. Excel financial functions to be covered include PMT (payment), FV (future value), DATE and NOW functions. Perform "what if" analysis with summary reporting, perform IF functions using numeric and text information. Use various financial functions and generate a pivot table, and more! [7 hours]

05S-C321   March 14 & 16   MW   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC

OUTLOOK 2003 INTRODUCTION
Prerequisite: Windows experience or equivalent. Learn the basics of working with Outlook menus and toolbars to send and receive mail messages, manipulate and manage mail messages, set up appointments and meetings. Create a contact list, tasks list, maintain a journal and use the notes folder. [7 hours]

05S-C331   April 5 & 7   TTh   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC

OUTLOOK 2003 INTERMEDIATE
Prerequisite: Outlook introduction or equivalent. Work in the inbox folder to filter, group, recall and archive mail messages and to change the appearance of mail messages. Work with contacts folder to send messages and letters to contacts and send contact information in a mail message. Create and send tasks requests, accept or decline a task and assign tasks to categories. Find out what is instant messaging and use it to send and reply to messages. Use the options in the calendar folder to set up meetings and appointments and customize the calendar. Create a distribution list, save and archive messages. [7 hours]

05S-C341   April 12 & 14   TTh   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC

POWERPOINT 2003 INTRODUCTION
Prerequisite: Windows experience or equivalent. Develop a professional presentation using PowerPoint 2003. Learn the basics of creating and editing slides, applying a design template and changing the color scheme and layout a slide. Add tables, charts, clip art, and auto shapes to enhance the eye appeal of slides. Learn to add transition effects, speaker's notes, headers and footers to notes pages and handouts. [7 hours]

05S-C351   Feb. 8 & 10   TTh   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC
05S-C353   April 11 & 13   MW   1:00 pm - 4:30 pm $100   KaccOCET-1 MC

POWERPOINT 2003 INTERMEDIATE
Prerequisite: PowerPoint introduction or equivalent. Enhance a PowerPoint presentation with special effects text blocks and auto shapes, organization charts and add Word or Excel objects onto slides. Insert sound and movie clips into a presentation. Other intermediate level techniques include manually branching to specific slides, creating hyperlinks, adding timings and animation effects to slides to truly create a custom slide show. [7 hours]

05S-C361   Feb. 15 & 17   TTh   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC
05S-C363   April 18 & 20   MW   1:00 pm - 4:30 pm $100   KaccOCET-1 MC

WORD 2003 INTRODUCTION
Prerequisite: Windows XP or equivalent experience. Develop the art of document creation using the new Word 2003 to create and edit professional-looking documents. Topics covered include: Creating, saving and printing documents; applying format changes to text using the font menu and paragraph options; changing document layout margins and tab stops; using Word's writing tools to spell and grammar check documents and use the new translation dictionary feature; creating and printing envelopes and labels; previewing and saving documents as a web page; and using Word's templates to create documents. [7 hours]

05S-C371   March 1 & 3   TTh   8:00 am - 11:30 am $ 100   KaccOCET-1 MC
05S-C372   May 3 & 5   TTh   1:00 pm - 4:30 pm $ 100   KaccOCET-1 MC

WORD 2003 INTERMEDIATE
Prerequisite: Word Introduction or equivalent. Enhance your word processing skills using intermediate editing and formatting techniques. Topics covered include: Finding and replacing formatting and special characters; setting up a table and converting text to a table; creating and restructuring newsletter-style columns in a document; creating charts and diagrams in a document; applying styles to text; setting up an outline document; producing reports with headers and footers and page numbering; using the tracking changes feature to collaborate projects with other users. [7 hours]

05S-C381	March 8 & 10	TTh	8:00 am	- 11:30 am	$ 100	KaccOCET-1 MC
05S-C382	May 10 & 12	TTh	1:00 pm	- 4:30 pm	$ 100	KaccOCET-1 MC

WORD 2003 ADVANCED
Prerequisite: Word Intermediate or equivalent. Create mail merge documents using a data source and form to produce form letters, envelopes, labels and other customized documents. Enhance documents by adding special effects such as borders & shading, clipart, data charts (bar, pie-shaped, line) and more! [7 hours]

05S-C391	March 15 & 17	TTh	8:00 am	- 11:30 am	$ 100	KaccOCET-1 MC
05S-C392	May 23 & 25	TTh	1:00 pm	- 4:30 pm	$100	KaccOCET-1 MC

<div align="center">

NEW COMPUTER COURSES

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HTML: THE BASICS OF WEB PAGES
Prerequisite: Windows experience or equivalent. This hands-on course gets you started with the language of the web—HyperText Markup Language. Learn the basic building blocks of web pages and construct a local site, complete with hyperlinks, images, tables, lists and more. Getting a good working knowledge of HTML is an important step in developing your skills as a web designer. The course will major in HTML but will also include references to XHTML and CSS. [8 hours]

05S-C411	Feb. 7 & 9	MW	4:30 pm	- 8:30 pm	$ 100	KaccOCET-1 MC

DREAMWEAVER INTRODUCTION
Prerequisite: HTML Introduction or equivalent. Macromedia's Dreamweaver is the tool preferred by many web designers, and in this course, you'll learn why. Learn the Dreamweaver environment and get a start on site control, layout using tables, CSS (brief introduction), hyperlinks and image processing. Best of all is that you'll get to publish a real site you can access outside of class while the course is in progress. Come and get a start with the web-authoring package that can turn you into a pro. [8 hours]

05S-C421	Feb. 14 & 16	MW	4:30 pm	- 8:30 pm	$ 240	KaccOCET-1 MC

DREAMWEAVER INTERMEDIATE
Prerequisite: Dreamweaver Introduction. Learn about rollovers, style sheets, forms, layers, templates and library items. Get a larger view of web development and touch briefly on some other tools, including Flash. And yes, you'll get to publish to an external site that you can access outside of class while the course is in progress. Have lots of fun sharpening your web skills with the most popular web editor. [8 hours]

05S-C431	Feb. 22 & 24	TTh	4:30 pm	- 8:30 pm	$ 240	KaccOCET-1 MC

MICROSOFT PROJECT INTRODUCTION
Prerequisite: Proficiency with computer applications. Review steps involved in project planning, such as defining goals, resources, scheduling, and progress. Identify tasks, set durations, assign resources, and monitor progress to keep your project on track. [9 hours]

05S-C441	May 3 & 5	TTh	5:00 pm	- 9:00 pm	$ 149	KaccOCET-2 MC

MICROSOFT PROJECT INTERMEDIATE
Prerequisite: MS Project Introduction or instructor approval. Track an existing plan's progress, crate reports, utilize various views, manage multiple projects and keep track of costs. [9 hours]

05S-C451	May 10 & 12	TTh	5:00 pm	- 9:00 pm	$ 149	KaccOCET-2 MC

PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS
Prerequisite: Windows 95/98/XP or Macintosh environment and mouse proficiency. Develop your basic digital imaging skills with Adobe Photoshop CS in order to edit and enhance digital photos. This course is designed for Photoshop CS beginners for both Windows and Mac users. Participants who choose to bring their own computer should have Adobe Photoshop CS installed and must notify OCET staff when registering. [8 hours]

05S-C461	May 6 & 7	Fri/Sat	9:00 am	- 1:00 pm	$ 200	KaccOCET-1 MC

BUSINESS/MANAGERIAL

HOW TO INTERVIEW & SELECT EMPLOYEES
Most managers interview applicants to see if that person is able to do the job. Applicants come to the interview with the goal of giving you the answers they thing you want to hear. In this class, the participant will learn to go from generalities to specifics, and to get the applicant to speak candidly. You will learn to read non-verbal signals, and learn clues as to the dedication and integrity of the applicant. You will learn lawful and unlawful questions that you may ask and how to avoid discrimination claims. Learn the basics of setting up and operating as a team. [4 hours]
05S-BM103   March 7   Mon   8:00 am - 12:00 pm $ 100   KaccOCET MC

MEETING MANAGEMENT
Good meetings don't just happen. More preparation goes into "seamless" meetings than you can imagine. This class will guide you in spending energy on the right activities. You will learn how to structure for three types of meetings, and how to organize your message. Learn how to conduct informational meetings, prepare for interactive meetings and how to deal with meeting disruptions. Learn also how to conduct problem-solving meetings and decision-making meetings. [4 hours]
05S-BM104   April 26   Tues   9:00 am - 1:00 pm $ 70   KaccOCET MC

THE ART OF LEADERSHIP – MANAGING PRIORITIES
Because of the rapid changes, flatter structures, and cross-functional duties now the norm in most workplace settings, individuals today must assume greater responsibilities for managing their own tasks. Obtain the awareness and skills you need to make better decisions about your daily work. You acquire techniques to deal with complex interpersonal interactions, build strong work relationships, and increase overall productivity, even in an environment where changing priorities are a daily reality. [4 hours]
05S-BM111   March 28   Mon   8:00 am - 12:00 pm $ 110   KaccOCET MC

THE ART OF LEADERSHIP – MOVING FROM CONFLICT TO COLLABORATION
Today's organizations expect employees at all levels to work together, often across functions, to make decisions that were formerly the exclusive responsibility of management. This type of collaboration can bring out new potentials for conflict, thus creating a need for employees at every level of an organization to have the skills to deal successfully with conflict. Gain the skills you need to turn conflicts into opportunities that allow you to achieve positive, productive results. [4 hours]
05S-BM112   April 11   Mon   8:00 am - 12:00 pm $ 110   KaccOCET MC

THE ART OF LEADERSHIP – PROACTIVE LISTENING
In the past, people simply had to know how to do their jobs, but now people need a picture of the business as a whole. This means having information about external influences and about the work of other functions. Proactive listening helps meet this need. It is also a powerful tool for building and maintaining the strong relationships required to reach personal and organizational goals. Learn verbal and non-verbal techniques for moving from a reactive to a proactive listening approach. [4 hours]
05S-BM113   April 25   Mon   8:00 am - 12:00 pm $ 110   KaccOCET MC

WRITING FITNESS 1: SHARPENING WRITTEN COMMUNICATION SKILLS FOR THE EMERGING BUSINESS WRITER
This class is for emerging business writers. Refresh and regroup your written communication skills. Through written exercises, learn to use familiar words, avoid windy phrases and redundancy. Begin to use adjectives sparingly, punch up verbs, and use active voice and more. Applying techniques learned in this three-and-a-half hour class gives you an edge in written communications. Bring a sample of writing from your company or your past experience that challenges you. [3.5 hours]
05S-BM121   March 8   Tues   8:30 am - 12:00 pm $ 69   KaccOCET MC

WRITING FITNESS 2: SHARPENING WRITTEN COMMUNICATION SKILLS FOR THE MANAGER
This class is for entry through mid-level managers or higher who feel a need to strengthen their written communication skills. Participants in Writing Fitness 1 may also enroll. Using a variety of scenarios, participants write problem-solving and information-dispensing E-mails, memos and letters. The instructor requests that participants bring a problematic piece of business communication with all names blacked out. Bring laptops [battery-operated is only option] or use pen and paper. [2.5 hours]
05S-BM122   March 8   Tues   1:00 pm - 3:30 pm $ 49   KaccOCET MC

SOFTSKILLS TRAINING

ANGER MANAGEMENT
The key to "anger management" is to understand the nature of anger, its causes and triggers and the cycle of anger. Learn about personal anger behaviors and the consequences of anger such as personal responsibility. Develop techniques to break the cycle, practice conflict resolution and anger management skills. [6 hours]

| 05S-B601 | Feb. 8 | Tues | 9:00 am - 4:00 pm | $ 99 | KaccOCET MC |

COMMUNICATE WITH CONFIDENCE, CLARITY & CREDIBILITY
Communication is more than just speaking and listening–it's looking at the whole process including what is being said and where, when, and how the message is being delivered. Learn how to create a supportive climate, build trusting relationships, and ask for what you need in a friendly non-threatening manner. Discover techniques of active listening to help you understand what people are really saying. [6 hours]

| 05S-B602 | Feb. 15 | Tues | 9:00 am - 4:00 pm | $ 99 | KaccOCET MC |

CONFLICT RESOLUTION
Conflict occurs at many levels, and understanding the level at which the conflict exists is the first step to resolving an undesirable situation. This course will provide you an experiential opportunity to assess individual styles under normal and conflict conditions. Discuss practical ways in which conflicts can be resolved, diffused, or avoided. Learn to develop effective win-win strategies of negotiation that will enhance your professionalism. Assess your negotiation style and determine your strengths and weaknesses, then build your skills with useful tools for positive negotiations. [6 hours]

| 05S-B603 | March 1 | Tues | 9:00 am - 4:00 pm | $ 99 | KaccOCET MC |

CULTURAL DIVERSITY TRAINING
Working with people who look, believe, or act differently from you may be difficult or uncomfortable. Maybe you are an "outsider" in someone else's culture, or you believe that you treat everyone fairly, but you have been accused of being insensitive and discriminating against others. This class will help you to understand and respect people of other cultures, and to be understood and respected by them. [6 hours]

| 05S-B604 | March 15 | Tues | 9:00 am - 4:00 pm | $ 99 | KaccOCET MC |

DEALING WITH DIFFICULT PEOPLE
Difficult people can be your biggest challenge to success on the job, and the key to working with a difficult person is to understand him/her. This class will discuss different "problem types" and how to skillfully approach them to achieve results. [6 hours]

| 05S-B605 | March 29 | Tues | 9:00 am - 4:00 pm | $ 99 | KaccOCET MC |

DEVELOPING EMOTIONAL INTELLIGENCE
What is Emotional Intelligence? It is the mental ability we are born with which gives us our emotional sensitivity and potential for emotional management skills, helping us to maximize our long term health, happiness and survival. [7 hours]

| 05S-B606 | April 12 | Tues | 9:00 am - 4:00 pm | $ 99 | KaccOCET MC |

PREVENTING VIOLENCE
This module uses discussions, group activities and exercises to give participants an understanding of how violence is nurtured through mismanagement of workplace conflicts and hostility. By opening the right doors of respect for people, attendees learn ways to diffuse conflicts and prevent discord from spiraling into violence in the workplace. [7 hours]

| 05S-B607 | May 10 | Tues | 8:00 am - 4:00 pm | $ 99 | KaccOCET MC |

STRESS MANAGEMENT
Work stress is the number one villain in destroying an otherwise successful career or home environment. With this course, you will learn to overcome the fear of failure, keep enthusiasm when you hit a setback, to break through self-imposed limitations, to deal with conflict in the office and in the home and to rejuvenate your body and mind. [7 hours]

| 05S-B608 | May 24 | Tues | 8:00 am - 4:00 pm | $ 99 | KaccOCET MC |

MAINTENANCE AND SAFETY

FACILITIES MAINTENANCE

Operations and maintenance personnel need skills based on a solid understanding of fundamentals. This course covers subjects essential to every field, while explaining the latest technology and its applications. Lessons covered include measurements, materials, tools, safety, troubleshooting, basic fundamentals in plumbing, carpentry and electrical, and much more. [84 hours] *Call 245-8318 for more information.*

05S-CS102	March	Daily	8:00 am - 12:00 pm	$ 2,500	KaccOCET MC

SECURITY TRAINING PROGRAM

This course is designed to help Security Officers develop a basic understanding of the functions of a Private Security Officer and teach participants how to be a good representative for their company. The courses consists of: Ethics & Professionalism, Report Writing, Powers of Detainment, Patrol Tactics, Crime Scene Preservation, and many more subjects! [55 hours] *Call 245-8318 for more information.*

05S-CS103	February	To Be Determined	8:00 am - 5:00 pm	$ 450	KaccOCET MC

DEFENSIVE DRIVING COURSE

Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty. Min. 20 registrants.

KADDC05	By Appt	8:00 am-3:00 pm	$55.00-LCC	Requestor Site

DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, and serves to increase equipment availability. Min.20 registrants.
Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

KADIP305	Mar 24	8:00 am -3:00 pm	$60.00-LCC	Requestor Site

DIP ROAD EVALUATION

Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed. Copy of evaluation report prepared for agency.

KADIP05-Eval	By Appt	$20.00-LCC	Requestor Site

FORKLIFT TRAINING

Training and certification of lift truck operators which meet HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course. Leeward Community College Certificate of Completion issued. Minimum of 20 registrants required. (Neighbor islands by appointment only - forklift provided by requestor.)

KAFKL05	By Appt	8:00 am – 3:00 pm	$60.00-LCC	Requestor site

WORKPLACE VIOLENCE TRAINING PROGRAM FOR EMPLOYEES (EVIW)

Provides non-supervisory employees, primarily from BU 1 and 10, the means and methods to maintain a workplace free from violence. Provide employees safety and health training that includes recognition of conditions and behaviors that may lead to or increase the risk of violence. This training program is a contractual provision of UPW.

Session 0043	Jun 7	9:00am - 11:00am	$0.00-HRD	Ka UPW
Session 0044	Jun 7	12:30pm - 2:30pm	$0.00-HRD	Ka UPW

WORKPLACE VIOLENCE TRAINING PROGRAM FOR SUPERVISORS (VIW)

Workplace violence is a growing concern as it continues to escalate in our workplaces. Many of us do not understand what constitutes workplace violence or what must be done when we are informed of it. Supervisors are at the frontline of identifying incidences of workplace violence. The purpose of the program is to educate you on the nature of violence in the workplace, where it is most likely to occur, signs and signals of potential exposures to violence, prevention and mitigating activities, and employee responsibilities.

Session 0025	Jun 8	9:00 am -11:00am	$0.00-HRD	Ka UPW
Session 0026	Jun 8	12:30 pm - 2:30pm	$0.00-HRD	Ka UPW

MAUI & MOLOKAI
Reminder: Register with your departmental personnel office.

- Those interested in viewing Maui Community College offerings that go beyond what is listed below may do so by going to: www.ocet.org, click on the subject headings under 'Continuing Education & Training' for a list of their current offerings. The schedule will be available in mid-December for viewing.

- Please note the Maui Community College schedule is a combined listing of both state and public offerings, therefore some class listings may not be approved for state workers. Those classes approved for state workers will be designated by an asterisk (*) by Maui CC. If you are unsure of the class approval status, please contact your departmental personnel office.

AMERICANS WITH DISABILITY ACT (ADA)

EMPLOYMENT NON-DISCRIMINATION PROVISIONS - AN INTRODUCTION (ENDPI)
This seminar will provide an on overview of the basic non-discrimination provisions in employment, including a definition of who is covered under the law? What can and can't an employer do in the interview and pre-hiring, promotions, transfers, etc? What are the requirements for confidentiality?
Session 0004   May 9   10:00a-12:00p $0.00-HRD   Ma CD Cty Bldg

Note: Seminars ENDPI and ENDPA (see below) are offered on the same day at different times.

EMPLOYMENT NON-DISCRIMINATION PROVISIONS -ADVANCED DISCUSSION ON REASONABLE ACCOMMODATION (ENDPA)
This seminar will provide an advanced discussion of reasonable accommodation principles and how to determine what is or is not reasonable? Reassignment, light duty, working at home, flexible schedules, and more will be discussed, along with several case scenarios. *Prerequisite: Attendee should take the Introduction Course (ENDPI) or have basic training on ADA prior to signing up.*
Session 0004   May 9   1:00-3:00p $0.00-HRD   Ma CD Cty Bldg
Note: ENDPI and ENDPA are offered on the same day at different times.

ACCESS TO SERVICES: WHAT IS REQUIRED UNDER TITLE II OF THE ADA (ASR)
This seminar will explain the basic requirements for access to government services (Title II of the ADA) and explain the differences in obligations between a government entity and a private business. (Note: This session will not go into depth on communication access requirements for interpreters, captioners, the relay service, etc. Those requirements will be discussed in CAT, see below, later in the day).
Session 0004   May 2   10:00a-12:00p $0.00-HRD   Ma CD Cty Bldg

Note: ASR and CAT (see below) are offered on the same day at different times.

COMMUNICATION ACCESS AND TELECOMMUNICATIONS (CAT)
This seminar will provide an in-depth understanding of communication access requirements for people who are deaf, hard of hearing, blind, visually impaired, or have other communication needs. The discussion will focus on interpreters, captioners, Braille and other alternate format, television decoders, web access, and other technology. Appropriate for anyone interacting with the public.
Session 0004   May 2   1:00-3:00p $0.00-HRD   Ma CD Cty Bldg

Note: ASR and CAT offered on the same day at different times.

ADA: UNDERSTANDING THE DESIGN GUIDELINES AND REQUIREMENTS – BASICS (ADAAG)
This seminar will provide an overview, through video and slides, on the Americans with Disabilities Act Design Guidelines. Learn the basic requirements for parking, entrances, doors, restrooms, phones, and all other elements on a building, facility, or site. An overview of the requirements for new construction, alterations, and existing facilities will also be provided. Appropriate for program managers, supervisors, or anyone concerned with safety or physical site access. This is NOT a course for architects or engineers, but a basic introduction to facility accessibility for the non-designer.
Session 0004   May 16   10:00-12:00p $0.00-HRD   Ma CD Cty Bldg

SAFETY (Maui)

DEFENSIVE DRIVING COURSE
Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty. Min. 20 registrants.

MADDC05	By Appt	8:00 am -3:00 pm	$55.00-LCC	Requestor Site

DRIVER IMPROVEMENT PROGRAM
Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, and serves to increase equipment availability. Min. 12 registrants
Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

MADIP405	Apr 21	8:00a – 3:00p	$60.00-LCC	Requestor Site

DIP ROAD EVALUATION
Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed. Copy of evaluation report prepared for agency.

MADIP05-Eval	By Appt	By Appt	$20.00-LCC	Requestor Site

FORKLIFT TRAINING
Training and certification of lift truck operators which meet HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course. Leeward Community College Certificate of Completion issued. Minimum of 20 registrants required. (Neighbor islands by appointment only - forklift provided by requestor.)

MAFKL05	By Appt	8:00am -3:00 pm	$60.00-LCC	Requestor site

SAFETY (Molokai)

DEFENSIVE DRIVING COURSE
Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty. Min. 20 registrants.

MODDC05	By Appt	8:00 am-3:00 pm	$55.00-LCC	Requestor Site

DRIVER IMPROVEMENT PROGRAM
Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, and serves to increase equipment availability. Min. 20 registrants.
Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

MODIP505	R	May 19	8:00 am -3:00 pm	$60.00-LCC	Requestor Site

DIP ROAD EVALUATION
Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed. Copy of evaluation report prepared for agency.

MODIP05-Eval	By Appt	By Appt	$20.00-LCC	Requestor Site

FORKLIFT TRAINING
Training and certification of lift truck operators which meet HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course. Leeward Community College Certificate of Completion issued. Minimum of 20 registrants required. (Neighbor islands by appointment only - forklift provided by requestor.)

MOFKL05	By Appt	8:00 am-3:00 pm	$60.00-LCC	Requestor site

OAHU
Reminder: Register with your department personnel office.

Note: CTA, the Oahu computer vendor, uses 2 different training sites. All departments and their employees are advised to carefully note the location of their training site so as to avoid going to the wrong location. TBA refers to "To be announced."

1)   OaCapCTR Rm303:   ICSD Lab, Capitol Center Building, 1177 Alakea Street, Room 303
2)   CTA Airport Campus: 550 Paiea Street, Honolulu

COMPUTER via INTERNET COURSES

The following is a list of the courses that are available through the Internet under the contract with CTA. Normal registration procedures apply. Listed below are the course numbers. Please specify this number as the course name on the HRD form 410. When the participant's registration is confirmed, the DPO and the participant will receive, within one business day, an e-mail with the information for the participant to access the Internet course selected. The cost of each course is $25.00.

COURSE	COURSE CODE
WINDOWS 2000 INTRODUCTION	**YEL00WNI**
WINDOWS XP INTRODUCTION	**YELXPWNI**
MICROSOFT WORD 2000 INTRODUCTION	**YEL00WDI**
MICROSOFT WORD XP INTRODUCTION	**YELXPWDI**
MICROSOFT EXCEL 2000 INTRODUCTION	**YEL00EXI**
MICROSOFT EXCEL XP INTRODUCTION	**YELXPEXI**
MICROSOFT ACCESS 2000 INTRODUCTION	**YEL00ACI**
MICROSOFT ACCESS XP INTRODUCTION	**YELXPACI**
MICROSOFT POWERPOINT 2000 INTRODUCTION	**YEL00PPI**
MICROSOFT POWERPOINT XP INTRODUCTION	**YELXPPPI**
INTERNET EXPLORER 5.0 INTRODUCTION	**YEL50IEI**

Getting the Most from Internet-Based Courses

Here are a few tips that can be used to get the most out of Internet-based courses.

1. Don't sell short. Plan to spend as much time as you would in a training class.

2. Find your time. Set aside some time each day that works for you. To help avoid interruptions, let your supervisor know when you will be working on the course.

3. Create your space. Create a workspace that supports your Internet-based learning.

4. Read everything. Read everything associated with your Internet-Based course.

5. Be patient. You will need patience: patience with your computer and patience with yourself. Patience starts by taking a deep breath, so if you are having technical problems, take a deep breath first. Then slowly, methodically and patiently take steps to eliminate the source(s) of the problems.

COMPUTER

MICROSOFT WINDOWS 2000 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y00WNI	February 7	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WNI	April 6	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WNI	May 11	7:45 – 11:45	$35.00	OaCapCTR Rm 303

This course is designed to provide the computer user a solid working knowledge of using Windows 2000 Professional. Topics include using the menus, My Computer, taskbars, toolbars, and Windows Explorer specifically to manage files and folders. Prerequisite: Some basic acquaintance with computers.

MICROSOFT WINDOWS 2000 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y00WNM	January 3	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WNM	February 7	12:15 – 4:15	$35.00	OaCapCTR Rm 303
Y00WNM	April 6	12:15 – 4:15	$35.00	OaCapCTR Rm 303
Y00WNM	May 11	12:15 – 4:15	$35.00	OaCapCTR Rm 303

This next course in Windows 2000 gives the student a thorough knowledge of file and folder management, disk operations, scheduling tasks, and software program management. Prerequisite: Microsoft Windows 2000 Introduction.

MICROSOFT WINDOWS 2000 ADVANCED

Course Code	Date	Time	Cost	Location
Y00WNA	January 3	12:15 – 4:15	$35.00	OaCapCTR Rm 303
Y00WNA	April 22	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WNA	June 8	7:45 – 11:45	$35.00	OaCapCTR Rm 303

The Advanced Windows 2000 class builds on the knowledge gained in the earlier classes for a solid grounding in the operating system. Topics include how to share data, how to use Windows 2000 accessories, and advanced topics in Windows 2000 operations. Prerequisite: Microsoft Windows 2000 Intermediate.

MICROSOFT WORD 97 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y97WDI	February 8	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDI	April 12	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDI	May 12	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDI	June 21	7:45 – 11:45	$35.00	OaCapCTR Rm 303

Get the basics of Word 97 in this helpful introductory course. Topics include the Word window, menu system, toolbars and writing tools, creating and editing documents. Prerequisite: Basic Windows skills.

MICROSOFT WORD 97 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y97WDM	February 15	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDM	April 18	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDM	May 31	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> Take your knowledge of Word 97 to the next level. Discover how to set up a table, perform a basic mail merge, work with multiple sections, set up multiple columns, and use styles and templates. Prerequisite: Microsoft Word 97 Introduction.

MICROSOFT WORD 97 ADVANCED

Course Code	Date	Time	Cost	Location
Y97WDA	January 12	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDA	March 9	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDA	April 29	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97WDA	June 9	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> Achieve advanced skills in Word 97. This course will lead you through advanced reporting techniques and the management of macros in Word documents. Prerequisite: Microsoft Word 97 Intermediate.

MICROSOFT WORD 2000 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y00WDI	January 5	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDI	February 11	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDI	April 5	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDI	May 18	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDI	June 27	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> Get the basics of Word 2000 in this helpful introductory course. Topics include the Word window, menu system, toolbars and writing tools, creating and formatting documents. Prerequisite: Basic Windows skills

MICROSOFT WORD 2000 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y00WDM	January 11	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDM	February 24	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDM	April 15	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDM	June 3	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> Take your knowledge of Word 2000 to the next level. Discover how to set up a table, work with multiple sections, set up multiple columns, and use styles and templates. Prerequisite: Microsoft Word 2000 Introduction.

MICROSOFT WORD 2000 ADVANCED

Course Code	Date	Time	Cost	Location
Y00WDA	January 24	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDA	March 21	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDA	May 6	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00WDA	June 13	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> Achieve advanced skills in Word 2000. This course will lead you through advanced editing and formatting techniques, advanced table techniques, performing a mail merge, and working with Word forms. Prerequisite: Microsoft Word 2000 Intermediate.

MICROSOFT EXCEL 97 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y97EXI	February 16	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXI	April 7	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXI	May 19	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXI	June 24	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> This course is designed to provide the user with basic techniques and skills in Microsoft Excel 97. Topics include the Excel window, menu system and toolbars, modifying existing worksheets, building new worksheets, using worksheet shortcuts and creating a simple chart. Prerequisite: Basic Windows skills.

MICROSOFT EXCEL 97 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y97EXM	January 7	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXM	March 1	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXM	April 21	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXM	May 24	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> Build on basic Excel 97 skills with this intermediate-level class. Topics include using Excel functions and absolute cell reference, creating a three-dimensional worksheet structure, linking multiple workbooks, and using financial functions. Prerequisite: Microsoft Excel 97 Introduction.

MICROSOFT EXCEL 97 ADVANCED

Course Code	Date	Time	Cost	Location
Y97EXA	January 25	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXA	March 10	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXA	April 26	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97EXA	June 17	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> This advanced level course in Excel 97 helps to use the full potential of Microsoft Excel. Skills taught in this course include linking worksheets within a workbook, working with ranges, using the Scenario Manager, and using logical and lookup functions. Prerequisite: Microsoft Excel 97 Intermediate.

MICROSOFT EXCEL 2000 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y00EXI	February 9	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXI	April 13	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXI	May 13	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXI	June 28	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> This course is designed to provide the user with basic techniques and skills in Microsoft Excel 2000. Topics include the Excel window, menu system and toolbars, modifying existing worksheets, building new worksheets, using worksheet shortcuts and using functions. Prerequisite: Basic Windows skills.

MICROSOFT EXCEL 2000 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y00EXM	January 10	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXM	March 8	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXM	April 25	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXM	June 2	7:45 – 11:45	$35.00	OaCapCTR Rm 303

Build on basic Excel 2000 skills with this intermediate-level class. Topics include intermediate editing and formatting techniques, using absolute cell references, financial functions, logical functions, time and date functions, and linking worksheets within a workbook. Prerequisite: Microsoft Excel 2000 Introduction

MICROSOFT EXCEL 2000 ADVANCED

Course Code	Date	Time	Cost	Location
Y00EXA	February 1	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXA	March 22	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXA	May 10	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00EXA	June 20	7:45 – 11:45	$35.00	OaCapCTR Rm 303

This advanced level course in Excel 2000 helps to use the full potential of Microsoft Excel. Skills taught in this course include advanced data entry and formatting functions, naming ranges, using lookup functions, working with a template and linking multiple workbooks. Prerequisite: Microsoft Excel 2000 Intermediate.

MICROSOFT ACCESS 97 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y97ACI	February 14	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACI	April 1	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACI	May 16	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACI	June 22	7:45 – 11:45	$35.00	OaCapCTR Rm 303

This is the place to start learning about the value of Access 97 as a database manager for your work. Learn basic Access concepts, setting up a new database, relating tables and displaying selected records. Prerequisite: Basic Windows skills.

MICROSOFT ACCESS 97 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y97ACM	January 6	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACM	February 28	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACM	April 14	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACM	May 25	7:45 – 11:45	$35.00	OaCapCTR Rm 303

This intermediate-level course in Access 97 leads you through modifying the design of a table, various intermediate query techniques, relating tables and creating a custom form. Prerequisite: Microsoft Access 97 Introduction.

MICROSOFT ACCESS 97 ADVANCED

Course Code	Date	Time	Cost	Location
Y97ACA	February 3	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACA	March 28	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACA	May 4	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97ACA	June 14	7:45 – 11:45	$35.00	OaCapCTR Rm 303

Find the advanced features you are looking for in Access 97 such as using object linking and embedding, creating multiple-table forms, and working with database macros. Prerequisite: Microsoft Access 97 Intermediate.

MICROSOFT ACCESS 2000 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y00ACI	January 13	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACI	February 22	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACI	April 11	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACI	May 20	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACI	June 30	7:45 – 11:45	$35.00	OaCapCTR Rm 303

This is the place to start learning about the value of Access 2000 as a database manager for your work. Learn basic Access concepts, setting up a new database, creating a form, and modifying and manipulating data. Prerequisite: Basic Windows skills.

MICROSOFT ACCESS 2000 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y00ACM	February 2	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACM	March 29	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACM	April 19	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACM	May 26	7:45 – 11:45	$35.00	OaCapCTR Rm 303

This intermediate-level course in Access 2000 leads you through modifying the design of a table, working with multiple tables, relating tables, and intermediate query techniques. Prerequisite: Microsoft Access 2000 Introduction.

MICROSOFT ACCESS 2000 ADVANCED

Course Code	Date	Time	Cost	Location
Y00ACA	February 4	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACA	March 31	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACA	May 2	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00ACA	June 16	7:45 – 11:45	$35.00	OaCapCTR Rm 303

Find the advanced features you are looking for in Access 2000 such as advanced table design techniques, using object linking and embedding, and advanced query techniques. Prerequisite: Microsoft Access 2000 Intermediate.

MICROSOFT POWERPOINT 97 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y97PPI	January 4	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPI	February 10	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPI	April 8	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPI	May 23	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPI	June 23	7:45 – 11:45	$35.00	OaCapCTR Rm 303

Get acquainted with the broad capabilities of Microsoft PowerPoint 97 in this introductory level class. Learn the basics of PowerPoint, how to use the drawing toolbar, how to use Microsoft Graph, and how to run a slide show. Prerequisite: Basic Windows skills.

MICROSOFT POWERPOINT 97 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y97PPM	January 14	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPM	February 23	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPM	April 20	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPM	June 1	7:45 – 11:45	$35.00	OaCapCTR Rm 303

The intermediate course in PowerPoint 97 moves toward better rounded mastery of the program through presenting topics such as sharing data with both Microsoft Excel and Microsoft Word, adding special effects to text, and enhancing slide shows. Prerequisite: Microsoft PowerPoint 97 Introduction.

MICROSOFT POWERPOINT 97 ADVANCED

Course Code	Date	Time	Cost	Location
Y97PPA	January 26	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPA	March 4	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPA	April 28	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y97PPA	June 15	7:45 – 11:45	$35.00	OaCapCTR Rm 303

In the advanced level of PowerPoint 97 the student is guided to full proficiency in the use of the application with additional formatting and editing techniques, using data from other sources, using elements of other presentations, and using PowerPoint proofing tools. Prerequisite: Microsoft PowerPoint 97 Intermediate.

MICROSOFT POWERPOINT 2000 INTRODUCTION

Course Code	Date	Time	Cost	Location
Y00PPI	March 2	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPI	April 4	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPI	May 17	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPI	June 29	7:45 – 11:45	$35.00	OaCapCTR Rm 303

Get acquainted with the broad capabilities of Microsoft PowerPoint 2000 in this introductory level class. Learn the basics of PowerPoint, how to create text slides, how to use design templates and how to produce a slide show as well as some additional PowerPoint techniques. Prerequisite: Basic Windows skills

MICROSOFT POWERPOINT 2000 INTERMEDIATE

Course Code	Date	Time	Cost	Location
Y00PPM	March 7	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPM	April 27	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPM	May 27	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> The intermediate course in PowerPoint 2000 moves toward better rounded mastery of the program through presenting topics such as sharing data with both Microsoft Excel and Microsoft Word, adding special effects to text, and enhancing slide shows. Prerequisite: Microsoft PowerPoint 2000 Introduction.

MICROSOFT POWERPOINT 2000 ADVANCED

Course Code	Date	Time	Cost	Location
Y00PPA	January 27	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPA	March 30	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPA	May 5	7:45 – 11:45	$35.00	OaCapCTR Rm 303
Y00PPA	June 7	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> In the advanced level of PowerPoint 2000 the student is guided to full proficiency in the use of the application with advanced formatting techniques, using data from other applications, and advanced slide show presentation techniques. Prerequisite: Microsoft PowerPoint 2000 Intermediate.

USING HTML TO CREATE WEB PAGES

Course Code	Date	Time	Cost	Location
YHTWP	January 31	7:45 – 11:45	$35.00	OaCapCTR Rm 303
YHTWP	May 9	7:45 – 11:45	$35.00	OaCapCTR Rm 303
YHTWP	June 6	7:45 – 11:45	$35.00	OaCapCTR Rm 303

> This course presents basic HTML Web technology to create Web pages. Topics include creating a web page, structuring content, and linking Web pages. Prerequisite: Basic Windows skills.

MICROSOFT WINDOWS XP INTRODUCTION

Course Code	Date	Time	Cost	Location
YXPWNI	January 5	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWNI	January 28	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWNI	April 18	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWNI	June 20	8:00 – 12:00	$35.00	CTA Airport Campus

> This first course in Windows XP guides the student through basic Windows XP features. Topics include using menus, taskbars, commands, and turning features on and off. Prerequisite: Some basic acquaintance with a computer.

MICROSOFT WINDOWS XP INTERMEDIATE

Course Code	Date	Time	Cost	Location
YXPWNM	January 28	12:30 – 4:30	$35.00	CTA Airport Campus
YXPWNM	April 18	12:30 – 4:30	$35.00	CTA Airport Campus
YXPWNM	June 20	12:30 – 4:30	$35.00	CTA Airport Campus

> This second level Windows XP course guides the user through additional topics including using Windows Explorer, managing files and changing system settings. Prerequisite: Microsoft Windows XP Introduction

MICROSOFT WINDOWS XP ADVANCED

Course Code	Date	Time	Cost	Location
YXPWNA	January 14	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWNA	February 2	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWNA	May 2	8:00 – 12:00	$35.00	CTA Airport Campus

The advanced Windows XP student is guided through higher level features in this course. Topics include using accessories, shortcuts, the World Wide Web and Windows Help. Prerequisite: Microsoft Windows XP Intermediate.

MICROSOFT WORD XP INTRODUCTION

Course Code	Date	Time	Cost	Location
YXPWDI	January 20	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDI	March 11	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDI	April 4	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDI	May 20	8:00 – 12:00	$35.00	CTA Airport Campus

Get the basics of Word XP in this helpful introductory course. Topics include the Word window, menu system, toolbars and writing tools, creating and formatting documents, and using Word's writing tools. Prerequisite: Basic Windows skills.

MICROSOFT WORD XP INTERMEDIATE

Course Code	Date	Time	Cost	Location
YXPWDM	February 17	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDM	April 29	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDM	June 8	8:00 – 12:00	$35.00	CTA Airport Campus

Take your knowledge of Word XP to the next level. Discover how to set up a table, work with multiple sections, and use styles and templates. Prerequisite: Microsoft Word XP Introduction.

MICROSOFT WORD XP ADVANCED

Course Code	Date	Time	Cost	Location
YXPWDA	March 2	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDA	May 9	8:00 – 12:00	$35.00	CTA Airport Campus
YXPWDA	June 23	8:00 – 12:00	$35.00	CTA Airport Campus

Achieve advanced skills in Word XP. This course will lead you through advanced editing and formatting techniques, advanced table techniques, performing a mail merge, and working with Word forms. Prerequisite: Microsoft Word XP Intermediate.

MICROSOFT EXCEL XP INTRODUCTION

Course Code	Date	Time	Cost	Location
YXPEXI	January 6	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXI	January 21	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXI	March 17	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXI	April 11	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXI	May 23	8:00 – 12:00	$35.00	CTA Airport Campus

This course is designed to provide the user with basic techniques and skills in Microsoft Excel XP. Topics include the Excel window, menu system and toolbars, modifying existing worksheets, building new worksheets, using worksheet shortcuts and using functions. Prerequisite: Basic Windows skills.

MICROSOFT EXCEL XP INTERMEDIATE

Course Code	Date	Time	Cost	Location
YXPEXM	February 3	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXM	April 25	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXM	June 13	8:00 – 12:00	$35.00	CTA Airport Campus

Build on basic Excel XP skills with this intermediate-level class. Topics include intermediate editing and formatting techniques, using absolute cell references, financial functions, logical functions, time and date functions, and linking worksheets within a workbook. Prerequisite: Microsoft Excel XP Introduction.

MICROSOFT EXCEL XP ADVANCED

Course Code	Date	Time	Cost	Location
YXPEXA	January 18	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXA	March 3	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXA	May 11	8:00 – 12:00	$35.00	CTA Airport Campus
YXPEXA	June 29	8:00 – 12:00	$35.00	CTA Airport Campus

This advanced level course in Excel XP helps to use the full potential of Microsoft Excel. Skills taught in this course include advanced data entry and formatting functions, naming ranges, using lookup functions, creating and working with a template and linking multiple workbooks. Prerequisite: Microsoft Excel XP Intermediate.

MICROSOFT ACCESS XP INTRODUCTION

Course Code	Date	Time	Cost	Location
YXPACI	January 27	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACI	March 4	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACI	April 7	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACI	May 27	8:00 – 12:00	$35.00	CTA Airport Campus

This is the place to start learning about the value of Access XP as a database manager for your work. Learn basic Access concepts, setting up a new database, creating a form, and modifying and manipulating data. Prerequisite: Basic Windows skills.

MICROSOFT ACCESS XP   INTERMEDIATE

Course Code	Date	Time	Cost	Location
YXPACM	February 7	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACM	April 28	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACM	June 17	8:00 – 12:00	$35.00	CTA Airport Campus

This intermediate-level course in Access XP leads you through modifying the design of a table, working with multiple tables, relating tables, and intermediate query techniques. Prerequisite: Microsoft Access XP Introduction.

MICROSOFT ACCESS XP ADVANCED

Course Code	Date	Time	Cost	Location
YXPACA	January 4	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACA	February 23	8:00 – 12:00	$35.00	CTA Airport Campus
YXPACA	May 18	8:00 – 12:00	$35.00	CTA Airport Campus

Find the advanced features you are looking for in Access XP such as advanced table design techniques, advanced form techniques and advanced filter and query techniques. Prerequisite: Microsoft Access XP Intermediate.

MICROSOFT POWERPOINT XP INTRODUCTION

Course Code	Date	Time	Cost	Location
YXPPPI	January 26	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPI	March 7	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPI	April 6	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPI	June 9	8:00 – 12:00	$35.00	CTA Airport Campus

Get acquainted with the broad capabilities of Microsoft PowerPoint XP in this introductory level class. Learn the basics of PowerPoint, how to create text slides, how to use design templates and how to produce a slide show. Prerequisite: Basic Windows skills.

MICROSOFT POWERPOINT XP INTERMEDIATE

Course Code	Date	Time	Cost	Location
YXPPPM	February 4	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPM	March 14	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPM	April 27	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPM	June 16	8:00 – 12:00	$35.00	CTA Airport Campus

The intermediate course in PowerPoint XP moves toward better rounded mastery of the program through presenting topics such as sharing data with both Microsoft Excel and Microsoft Word, adding special effects to text, and enhancing slide shows. Prerequisite: Microsoft PowerPoint XP Introduction.

MICROSOFT POWERPOINT XP ADVANCED

Course Code	Date	Time	Cost	Location
YXPPPA	January 7	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPA	February 18	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPA	March 18	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPA	May 16	8:00 – 12:00	$35.00	CTA Airport Campus
YXPPPA	June 30	8:00 – 12:00	$35.00	CTA Airport Campus

In the advanced level of PowerPoint XP the student is guided to full proficiency in the use of the application with advanced formatting techniques, using data from other applications, advanced slide show presentation techniques, and creating a custom design template. Prerequisite: Microsoft PowerPoint XP Intermediate.

MICROSOFT OUTLOOK XP

Course Code	Date	Time	Cost	Location
YXPOTI	March 21	8:00 – 12:00	$35.00	CTA Airport Campus
YXPOTI	April 8	8:00 – 12:00	$35.00	CTA Airport Campus
YXPOTI	May 25	8:00 – 12:00	$35.00	CTA Airport Campus

Learn the basics of Microsoft Outlook XP in this class. Topics include the Outlook window, menus, and toolbars, also sending, receiving, manipulating and managing mail messages, and setting up appointments. Prerequisite: Basic Windows skills.

MICROSOFT PROJECT PLANNING A PROJECT

Course Code	Date	Time	Cost	Location
YPRPL	February 25	8:00 – 12:00	$35.00	CTA Airport Campus
YPRPL	April 14	8:00 – 12:00	$35.00	CTA Airport Campus
YPRPL	June 1	8:00 – 12:00	$35.00	CTA Airport Campus

This course is designed as an introduction to Microsoft Project as a planning tool and guides the student through the basics of project management and defining a project, building a simple project and developing a project plan. Prerequisite: Basic Windows skills. Recommended: Some familiarity with Excel or Access.

MICROSOFT PROJECT MANAGING A PROJECT

Course Code	Date	Time	Cost	Location
YPRMP	March 9	8:00 – 12:00	$35.00	CTA Airport Campus
YPRMP	May 13	8:00 – 12:00	$35.00	CTA Airport Campus

In this second course in Microsoft Project the student who has learned the basics of developing and planning a project moves toward the tracking functions of the application. Topics include tracing a project, communicating project information and working with multiple projects. Prerequisite: Microsoft Project Planning a Project.

PHOTOSHOP INTRODUCTION

Course Code	Date	Time	Cost	Location
YPHSI	January 31	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSI	April 13	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSI	June 2	8:00 – 12:00	$35.00	CTA Airport Campus

Photoshop presents a great depth of tools and functions to manage photographs. The introductory class covers the environment, sizing images, selecting image areas, working with layers, and blending and compositing. Prerequisite: Basic Windows skills and some familiarity with photography.

PHOTOSHOP INTERMEDIATE

Course Code	Date	Time	Cost	Location
YPHSM	February 9	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSM	April 22	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSM	June 22	8:00 – 12:00	$35.00	CTA Airport Campus

Students go more deeply into the abilities of Photoshop in this second class, covering image modes, color and painting, text, layer effects, filters, adjusting images and saving completed images. Prerequisite: Photoshop Introduction.

PHOTOSHOP ADVANCED

Course Code	Date	Time	Cost	Location
YPHSA	February 16	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSA	May 4	8:00 – 12:00	$35.00	CTA Airport Campus

The advanced course in Photoshop takes the student through masking and layers, vector paths, swatches, gradients and patterns. Prerequisite: Photoshop Intermediate.

PHOTOSHOP FOR THE WEB

Course Code	Date	Time	Cost	Location
YPHSW	January 10	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSW	February 24	8:00 – 12:00	$35.00	CTA Airport Campus
YPHSW	May 12	8:00 – 12:00	$35.00	CTA Airport Campus

After achieving mastery of Photoshop in the Introductory through Advanced levels, the student is ready to approach the Web features of the application. These include web image production, optimizing images and preparing for cross-platform viewing. Prerequisite: Photoshop Advanced.

DREAMWEAVER I: DESIGNING WEBSITES

Course Code	Date	Time	Cost	Location
YDRDI	February 10	8:00 – 12:00	$35.00	CTA Airport Campus
YDRDI	April 20	8:00 – 12:00	$35.00	CTA Airport Campus
YDRDI	June 15	8:00 – 12:00	$35.00	CTA Airport Campus

Dreamweaver is an ideal tool to develop websites, whether personally or for an organization. In this first course the students learns about planning sites, HTML code, defining and creating Web sites, and building a site. Prerequisite: Basic Windows skills. Recommended: Exposure to HTML.

DREAMWEAVER II: MAINTAINING WEBSITES

Course Code	Date	Time	Cost	Location
YDRMM	January 3	8:00 – 12:00	$35.00	CTA Airport Campus
YDRMM	March 16	8:00 – 12:00	$35.00	CTA Airport Campus
YDRMM	May 6	8:00 – 12:00	$35.00	CTA Airport Campus
YDRMM	June 24	8:00 – 12:00	$35.00	CTA Airport Campus

Building on the tools learned in the first course in Dreamweaver, the student expands to learn to add content to Web pages, work with links, enhance navigation within a site, manage and upload sites and data. Prerequisite: Dreamweaver I.

MICROSOFT FRONTPAGE DESIGNING WEB PAGES

Course Code	Date	Time	Cost	Location
YFPDI	January 24	8:00 – 12:00	$35.00	CTA Airport Campus
YFPDI	April 1	8:00 – 12:00	$35.00	CTA Airport Campus
YFPDI	June 3	8:00 – 12:00	$35.00	CTA Airport Campus

This first course in FrontPage introduces the student to the application and its environment, explains basic terms and operations, and guides them through building a Web site and the elements of working with tables in the FrontPage environment. Prerequisite: Basic Windows skills. Recommended. Exposure to HTML.

MICROSOFT FRONTPAGE MANAGING A WEBSITE

Course Code	Date	Time	Cost	Location
YFPMM	February 11	8:00 – 12:00	$35.00	CTA Airport Campus
YFPMM	May 5	8:00 – 12:00	$35.00	CTA Airport Campus

Once the student has learned the elements of designing a Web site they encounter the process of managing one. This second course in FrontPage builds on the first teaching how to work with pictures and hyperlinks, how to use dynamic HTML effects and FrontPage components, how to manage a FrontPage Web, how to work in Tasks View and how to use additional FrontPage features. Prerequisite: Microsoft Front Page Designing Web Pages.

ADOBE ACROBAT WORKING WITH PDF FILES

Course Code	Date	Time	Cost	Location
YAAPDI	January 19	8:00 – 12:00	$35.00	CTA Airport Campus
YAAPDI	April 21	8:00 – 12:00	$35.00	CTA Airport Campus
YAAPDI	June 6	8:00 – 12:00	$35.00	CTA Airport Campus

Use Adobe Acrobat to create and manipulate documents that maintain their formatting across virtually every computing platform. This course introduces the student to the Adobe Portable Document Format, giving them tools to browse a PDF, navigate within a PDF, search within a PDF, export from a PDF, create a PDF, and modify a PDF. Prerequisite: Basic Windows skills.

MICROSOFT OUTLOOK 2000

Course Code	Date	Time	Cost	Location
Y00OTI	January 12	8:00 – 12:00	$35.00	CTA Airport Campus
Y00OTI	February 14	8:00 – 12:00	$35.00	CTA Airport Campus
Y00OTI	April 15	8:00 – 12:00	$35.00	CTA Airport Campus
Y00OTI	June 27	8:00 – 12:00	$35.00	CTA Airport Campus

Learn the basics of Microsoft Outlook 2000 in this class. Topics include the Outlook window, menus, and toolbars, also sending, receiving, manipulating and managing mail messages, and setting up appointments. Prerequisite: Basic Windows skills.

LOTUS NOTES R6 INTRODUCTION

Course Code	Date	Time	Cost	Location
YR6LNI	January 13	8:00 – 12:00	$35.00	CTA Airport Campus
YR6LNI	March 10	8:00 – 12:00	$35.00	CTA Airport Campus
YR6LNI	May 19	8:00 – 12:00	$35.00	CTA Airport Campus

> This course introduces the student to the basic elements of Lotus Notes Release 5. Topics include basic Lotus Notes concepts, the windows, menu system and SmartIcon Bar, displaying database information, and using Lotus Notes Mail. Prerequisite: Basic Windows skills.

LOTUS NOTES R6 INTERMEDIATE

Course Code	Date	Time	Cost	Location
YR6LNM	January 13	12:30 – 4:30	$35.00	CTA Airport Campus
YR6LNM	March 10	12:30 – 4:30	$35.00	CTA Airport Campus
YR6LNM	May 19	12:30 – 4:30	$35.00	CTA Airport Campus

> This second, intermediate-level course in Lotus notes delves more deeply into working with a database including security, covers the use of the calendar, and introduces additional features. Prerequisite: Lotus Notes R6 Introduction.

AMERICANS WITH DISABILITY ACT (ADA)

EMPLOYMENT NON-DISCRIMINATION PROVISIONS - AN INTRODUCTION (ENDPI)
This seminar will provide an on overview of the basic non-discrimination provisions in employment, including a definition of who is covered under the law? What can and can't an employer do in the interview and pre-hiring, promotions, transfers, etc? What are the requirements for confidentiality?
Session 0001   May 4   10:00a-12:00p $0.00-HRD   Oa SB SOT, 1403

Note: Seminars ENDPI and ENDPA (see below) are offered on the same day at different times.

EMPLOYMENT NON-DISCRIMINATION PROVISIONS -ADVANCED DISCUSSION ON REASONABLE ACCOMMODATION (ENDPA)
This seminar will provide an advanced discussion of reasonable accommodation principles and how to determine what is or is not reasonable? Reassignment, light duty, working at home, flexible schedules, and more will be discussed, along with several case scenarios. ***Prerequisite: Attendee should take the Introduction Course (ENDPI) or have basic training on ADA prior to signing up.***
Session 0001   May 4   1:00-3:00p $0.00-HRD   Oa SB SOT, 1403

Note: ENDPI and ENDPA are offered on the same day at different times.

ACCESS TO SERVICES: WHAT IS REQUIRED UNDER TITLE II OF THE ADA (ASR)
This seminar will explain the basic requirements for access to government services (Title II of the ADA) and explain the differences in obligations between a government entity and a private business. (Note: This session will not go into depth on communication access requirements for interpreters, captioners, the relay service, etc. Those requirements will be discussed in CAT, see below, later in the day).
Session 0001   Apr 26   10:00a-12:00p $0.00-HRD   Oa SB SOT, 1403

Note: ASR and CAT (see below) are offered on the same day at different times.

COMMUNICATION ACCESS AND TELECOMMUNICATIONS (CAT)
This seminar will provide an in-depth understanding of communication access requirements for people who are deaf, hard of hearing, blind, visually impaired, or have other communication needs. The discussion will focus on interpreters, captioners, Braille and other alternate format, television decoders, web access, and other technology. Appropriate for anyone interacting with the public.
Session 0001   Apr 26   1:00-3:00p $0.00-HRD   Oa SB SOT, 1403

Note: ASR and CAT offered on the same day at different times.

ADA: UNDERSTANDING THE DESIGN GUIDELINES AND REQUIREMENTS – BASICS (ADAAG)
This seminar will provide an overview, through video and slides, on the Americans with Disabilities Act Design Guidelines. Learn the basic requirements for parking, entrances, doors, restrooms, phones, and all other elements on a building, facility, or site. An overview of the requirements for new construction, alterations, and existing facilities will also be provided. Appropriate for program managers, supervisors, or anyone concerned with safety or physical site access. This is NOT a course for architects or engineers, but a basic introduction to facility accessibility for the non-designer.

Session 0001   May 11   10:00-12:00p $0.00-HRD   Oa SB SOT, 1403

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE (ASH)
Sexual harassment on the job is something we do not like to think about, yet it can and does happen. This course will help us to understand what behaviors constitute sexual harassment, what the individual and organization liabilities are and what to do should it happen at the worksite. Additional sessions may be scheduled depending on need.

051BMST166A   Apr 29   8:00-11:30a $45.00-KCC   Oa KCCmano 110

ANGER MANAGEMENT
This workshop will discuss the following topics: the nature of anger; its causes and triggers; the cycle of anger: the process; personal anger behaviors; consequences of anger; personal responsibility: breaking the cycle; anger management techniques; self-esteem & anger: understanding the connection; conflict resolution skills; and personal anger management plan.

051BMST115A   Apr 18, 20   8:00-12N $60.00-KCC   Oa KCCmano 110

ASSERTIVENESS TRAINING
Unlike aggressive programs that ask you to make big jumps in the way you think, this class teaches you to take small steps that will have an enormous impact on your life. Neuro-Linguistic Programming (NLP) helps you break through the fears, which stop you from communicating effectively.

051BMST110A   Mar 9   8:00-4p $55.00-KCC   Oa KCCmano 110

COMMUNICATING AT WORK
Discover the basic principles and practice the basic skills of good interpersonal communication. Learn how to build trusting, supportive climates and relationships, how to listen with empathy, as well as how to resolve conflicts and sell your ideas to others.

051BMST145A   May 31   8:00-4p $55.00-KCC   Oa KCCmano 110

CONFLICT RESOLUTION
Conflict occurs at many levels. Understanding the level at which the conflict exists is the first step to resolving an undesirable situation. This course will offer the participants an experiential opportunity to assess their individual styles under normal and conflict conditions. In addition, participants will receive practical ways in which conflicts can be resolved, diffused, or avoided.

051BMST200A   May 23   8:00-4p $55.00-KCC   Oa KCCmano 110

CUSTOMER SERVICE (INCLUDES TELEPHONE SKILLS)
Customer service simply means providing the customer with what he or she wants. Unfortunately, many organizations believe they are providing customers with quality service, when, in reality, they remain ignorant of their customers' true needs and wants. This class will also cover **Telephone Skills** to provide customer satisfaction, project departmental image, and develop professionalism. Topics include communication styles, telephone usage, listening skills, effective speech, barriers to communication, and conflict.

051BMST130A   May 12, 19   8:00-12N $60.00-KCC   Oa KCCmano 110

DEALING WITH DIFFICULT PEOPLE
Difficult people can be your biggest challenge to success on the job. The clue to working with these people is to understand them. This class will discuss different "problem types" and how to skillfully approach them to achieve results.

051BMST165A   Mar 15   8:00-4:00p $55.00-KCC   Oa KCCmano 110

EDITING & PROOFREADING
This workshop provides techniques for adding, deleting, and reorganizing text. Editing is discussed in terms of the entire document. Participants will learn guidelines for reviewing writing in terms of content, organization, and style.
Recommended Prerequisite: Review of English Grammar.
051BMST180A   May 9, 16   8:00-12N $60.00-KCC   Oa KCCmano 110

EFFECTIVE BUSINESS WRITING (INCLUDES E-MAIL ETIQUETTE & WRITING STRATEGIES)
Everyone at work is required to convey ideas, events, and transactions on paper rapidly and concisely.
In this action-oriented workshop, you will learn to develop and polish your letters. Instruction emphasizes formula writing, psychology, and style. This seminar will also cover: composing e-mail, communicating to multiple audiences, avoiding misinterpretation, handling information overload, and other related topics.
Recommended Prerequisite: Review of English Grammar.
051BMST140A   Apr 11, 13, 15   8:00-12N $80.00-KCC   Oa KCCmano 110

MEMORY ENHANCEMENT
Remembering names, dates, places, and complex material can be made easy as well as fun. Utilizing proven techniques such as the peg system and mnemonics, you will learn the mechanics of memorization while improving your ability to remember. Based on the Super learning method.
052BMST150A   Jun 8, 15   8:00-12N $60.00-KCC   Oa KCCmano 110

NEW EMPLOYEE ORIENTATION (NEO)
This workshop serves as a supplemental course on topics for the newly hired employee. It is intended to be a refresher course for new employees, whereby they will hear general presentations from several speakers on topics such as deferred compensation, ethics, safety on the job, and the credit union.
Ses 9   Mar 2   8:00a - 12:15p $0.00-HRD   Oa SB SOT rm 204
Ses 10   Jun 23   8:00a - 12:15p $0.00-HRD   Oa SB SOT rm 204

PRE-RETIREMENT REVIEW SEMINAR (PRSN: NON-CONTRIBUTORY PLAN)
Prerequisite: Must be a NON-CONTRIBUTORY plan member. This seminar will give a generalized review of the current Non-Contributory Plan. Various speakers will present program information on topics such as deferred compensation, social security, and the credit union etc. The purpose of this seminar is not to provide specific financial planning advice but rather to review the various programs and benefits which, when combined, make up the typical retirement process.
Ses 5   Jun 15   8:00a - 3:30p $0.00-HRD   Oa StCapAu

Note: Participants should bring a jacket to the workshop as the air conditioning can be very cold. Parking is the responsibility of the participants and spaces are limited; however, they may check with their personnel offices for the location of nearby parking lots when planning their parking arrangements.

PRE-RETIREMENT REVIEW SEMINAR (PRSC: CONTRIBUTORY PLAN)
Prerequisite: Must be a CONTRIBUTORY plan member. This seminar will give a generalized review of the current Contributory Plan. Various speakers will present program information on topics such as deferred compensation, social security, and the credit union etc. The purpose of this seminar is not to provide specific financial planning advice but rather to review the various programs and benefits which, when combined, make up the typical retirement process.
Ses 5   Jun 16   8:00a - 3:30p $0.00-HRD   Oa StCapAu

Note: Participants should bring a jacket to the workshop as the air conditioning can be very cold. Parking is the responsibility of the participants and spaces are limited; however, they may check with their personnel offices for the location of nearby parking lots when planning their parking arrangements.

REPORT WRITING
Writing a factual observation or incident report in legal, legislative, and personnel reviews is becoming a common practice. This course gives employees guidelines and formulas for construction and completing reports. Learn to combine writing techniques to complete reports quickly, efficiently, and accurately.
Recommended Prerequisite: Review of English Grammar.
051BMST160A   Apr 19, 21   8:00-12N $60.00-KCC   Oa KCCmano 110

REVIEW OF ENGLISH GRAMMAR

The ability to communicate effectively is essential. Communication that is clear, correct, and concise reflects the user's mastery of the English language. This 8-hour program is an intensive course in the fundamentals of grammar, punctuation, and spelling. This class is for all levels of professionals who want to improve their business writing skills.

051BMST120A	Apr 4, 6	8:00-12N	$60.00-KCC	Oa KCCmano 110

SPEED READING

Do you have reports, materials, and business publications that you don't have time to read? Increase your reading speed and improve your comprehension so you can cover more material. Discover the benefits of the latest reading effectiveness skills in left and right integration, mental imagery, and mind mapping.

052BMST125A	Jun 6, 13	8:00-12N	$60.00-KCC	Oa KCCmano 110

TAKING MINUTES

This course is designed for staff people who have the responsibility for recording minutes. Clarification of the recorder's role and the importance of minutes as a report document will be followed by a discussion of simple and effective techniques of note taking. Participants will be introduced to practical methods of organizing notes and specific guidelines for evaluating minutes.

052BMST175A	Jun 17	8:00-12N	$30.00-KCC	Oa KCCmano 110

TIME & STRESS MANAGEMENT (INCLUDES GOAL SETTING SKILLS)

This workshop provides the tools to put you in total control of your work and all events in your life. Participants will learn to: understand, analyze, and eliminate time wasters; plan and organize the day's work more productively; establish a program in which all resources, including time, are efficiently used in order to achieve goals. They will also learn to overcome the fear of failure, keep enthusiasm when they hit a setback, to breakthrough self-imposed limitations, deal with conflict in the office and to rejuvenate their body and mind.

051BMST211A	May 10, 17	8:00-12N	$60.00-KCC	Oa KCCmano 110

SAFETY

CPR HEALTHCARE PROVIDER

Become certified in one-person, two-person, adult, infant, child, and obstructed airway CPR.
Instructor: Randal Tanaka, MICT, KCC Emergency Medical Services Instructor.

Course No. 051EMHP202 **Course Fee: $65 (textbook included)**

Sec	Day	Dates	Time	Room
A	T	Jan 18	8:30-4:30 pm	Kauila 108
B	F	Feb 18	8:30-4:30 pm	Kauila 108
C	F	Mar 11	8:30-4:30 pm	Kauila 108
D	W	Apr 6	8:30-4:30 pm	Kauila 108
E	F	May 13	8:30-4:30 pm	Kauila 108
F	T	Jun 7	8:30-4:30 pm	Kauila 108

CPR HEALTHCARE PROVIDER RENEWAL COURSE

Recertification in one-person, two-person, adult, infant, child, and obstructed airway CPR. This course is to renew current certification. Prerequisite: Current CPR Healthcare Provider certification.
Instructor: Randal Tanaka, MICT, see above

Course No. 051EMCR102 **Course Fee: $50 (textbook upon request, if needed.)**

Sec	Day	Dates	Time	Room
A	W	Feb 2	8:30-12:30 pm	Kauila 108
B	M	Mar 21	8:30-12:30 pm	Kauila 108
C	F	Apr 22	8:30-12:30 pm	Kauila 108
D	T	May 24	8:30-12:30 pm	Kauila 108
E	F	Jun 24	8:30-12:30 pm	Kauila 108

DRUG-FREE WORKPLACE (NON-SUPERVISORS)

This class provides basic information about substance abuse at work. The specific topics covered are: the dangers of alcohol and drugs in the workplace, State of Hawaii's drug free workplace policy, and resource and referral information.

052BMST190A	Jun 2	8:30-10:30a	$30.00-KCC	Oa KCCmano 110

DRUG-FREE WORKPLACE (SUPERVISORS/MANAGERS)

This class provides basic information about substance abuse at work and the role and responsibilities of supervisors in dealing with the problem among employees. Some specific topics covered are: the dangers of alcohol and drugs in the workplace, the state of Hawaii's drug free workplace policy, resource and referral information, and legal aspects and ramifications of the 1988 drug free workplace act.

052BMST195A	Jun 9	8:30-12:30p	$45.00-KCC	Oa KCCmano 110	

ECONOMICAL ERGONOMICS (ERGO)

Accident statistics indicate a high number of injuries due to repetitive motion resulting from cumulative trauma, carpal tunnel syndrome, and back injuries. Most of these injuries are preventable using ergonomic principles. The workshop focuses on how to implement ergonomic principles with little or no cost to the operation. As employees learn about the cause and preventive techniques, they will be able to reduce injuries and illnesses.

Session 0008	Feb 23	8:30a - 11:00a	$0.00-HRD	Oa SB SOT, 204
Session 0009	Apr 12	9:00a - 11:30a	$0.00-HRD	Oa Aloha ST
Session 0010	Apr 12	12:30p - 3:00p	$0.00-HRD	Oa Aloha ST
Session 0011	May 10	8:30a - 11:00a	$0.00-HRD	Oa SB SOT, 204
Session 0012	May 10	1:00a – 3:30p	$0.00-HRD	Oa SB SOT, 204

HEARTSAVERS FIRST AID

The Heartsavers First Aid Course teaches rescuers to recognize and treat adult emergencies in the critical first minutes until emergency medical services personnel arrive. The course also provides a complete health and safety solution for first aid, adult CPR and AED.

Instructor: Randal Tanaka, MICT, see above

Course No. 051EMHFA102   **Course Fee: $70 (textbook included)**

State Employee Fee: $60 (textbook included)

Sec	Day	Dates	Time	Room
A	Th	Jan 13	8:30-4:30 pm	Kauila 108
B	F	Jan 28	8:30-4:30 pm	Kauila 108
C	T	Feb 8	8:30-4:30 pm	Kauila 108
D	W	Feb 23	8:30-4:30 pm	Kauila 108
E	T	Mar 1	8:30-4:30 pm	Kauila 108
F	W	Mar 16	8:30-4:30 pm	Kauila 108
G	F	Apr 1	8:30-4:30 pm	Kauila 108
H	W	Apr 27	8:30-4:30 pm	Kauila 108
I	T	May 3	8:30-4:30 pm	Kauila 108
J	W	May 18	8:30-4:30 pm	Kauila 108
K	T	Jun 14	8:30-4:30 pm	Kauila 108
L	T	Jun 28	8:30-4:30 pm	Kauila 108

WORKPLACE VIOLENCE TRAINING PROGRAM FOR EMPLOYEES (EVIW)

Provides non-supervisory employees, primarily from BU 1 and 10, the means and methods to maintain a workplace free from violence. Provide employees safety and health training that includes recognition of conditions and behaviors that may lead to or increase the risk of violence. This training program is a contractual provision of UPW.

Session 0039	Feb 16	9:00a -11:00a	$0.00-HRD	Oa SB SOT 204
Session 0040	Feb 16	1:00p - 3:00p	$0.00-HRD	Oa SB SOT 204
Session 0041	Apr 19	9:00a – 11:00a	$0.00-HRD	Oa Aloha ST
Session 0042	Apr 19	1:00p – 3:00p	$0.00-HRD	Oa Aloha ST
Session 0045	Jun 21	9:00a – 11:00a	$0.00-HRD	Oa Aloha ST
Session 0046	Jun 21	1:00p – 3:00p	$0.00-HRD	Oa Aloha ST

WORKPLACE VIOLENCE TRAINING PROGRAM FOR SUPERVISORS (VIW)

Workplace violence is a growing concern as it continues to escalate in our workplaces. Many of us do not understand what constitutes workplace violence or what must be done when we are informed of it. Supervisors are at the frontline of identifying incidences of workplace violence. The purpose of the program is to educate you on the nature of violence in the workplace, where it is most likely to occur, signs and signals of potential exposures to violence, prevention and mitigating activities, and employee responsibilities.

Session 23	May 25	9:00a -11:00a	$0.00-HRD	Oa SOT 204
Session 24	May 25	1:00p - 3:00p	$0.00-HRD	Oa SOT 204

SUPERVISORY/MANAGEMENT

DEVELOPING HIGH PERFORMANCE TEAMS
A cohesive team can consistently outperform a collection of talented individuals. Participants will be shown how to align personal and organizational goals, find and build on employee strengths, and promote and maintain commitment from team members.
051BMST100A   May 3, 5   8:00-12N $60.00-KCC   OaKCCmano 110

CONDUCTING MEETINGS
Learn how to improve the quality of meetings you direct or attend. This workshop offers practical suggestions to accomplish your meeting's objectives efficiently. Topics will include: how to prepare for your meeting, how to be an effective participants and leader, how to plan an agenda, how to control the discussion, and how to keep the meeting on track.
052BMST170A   Jun 1, 3   8:00-12N $60.00-KCC   OaKCCmano 110

CREATIVE THINKING & PROBLEM SOLVING
This workshop offers participants opportunities to think creatively in solving problems. Participants will also become familiar with the elements of problem solving as well as practice the skills essential for creative problem-solving.
Some major topics discussed will be: Factors that affect a person's ability to think creatively; Establishing the creative environment; Steps to problem-solving**.**
051BMST155A   Mar 22   8:00-4p $55.00-KCC   Oa KCCmano 110

MAXIMIZING YOUR ORAL PRESENTATIONS
Professionals often need to speak in front of groups, sell ideas, or face a camera. High-energy communication skills will help you get your point across with confidence, ease, and professional polish.
052BMST205A   Jun 20, 22   8:00-12N $60.00-KCC   OaKCCmano 110

NEGOTIATION SKILLS
Improve your professionalism with expert negotiation skills. Learn effective win-win strategies and techniques for successful negotiation. Learn to identify your own negotiating strengths and weaknesses and develop usable tools for positive negotiation.
051BMST105A   Apr 26, 28   8:00-12N $60.00-KCC   OaKCCmano 110

SUPERVISORY/MANAGEMENT
Department of Human Resources Development
Supervisory Leadership Development Program
(Register via HRMS)

SO, YOU WANT TO BE A SUPERVISOR! (SYW)
This one-day course will focus on giving non-supervisory employees interested in moving up to supervisory positions an understanding of what it means to be a supervisor, what a supervisor really does, and the benefits and challenges of being one.
Session 0002   Jun 1   8:00a-4:00p $65.00-HRD   OaKCCmano 104

INTRODUCTION TO SUPERVISION (ISUP)
This two-day course is a basic introduction to the roles and tasks of a supervisor. It has been designed specifically for blue collar working supervisors.
Session 0006   Mar 16, 23   7:30a-3:30p $130-HRD   OaKCCmano 104

FUNDAMENTALS OF MANAGEMENT (FOM)
This three-day course is an introduction to the field of supervision. It covers the critical general management skills new supervisors need to master in their daily work. Topics in this course include the role of the supervisor, planning, controlling, delegating and problem solving.   Foremen (blue collar), working supervisors (professional/white collar), and supervisors in the white collar/professional series should attend this course.
Session 0003   Feb 17, 24, Mar 3   8:00a-4:00p $200-HRD   OaKCCmano 104
Session 0004   May 12, 19, 26   8:00a-4:00p $200-HRD   OaKCCmano 104

FUNDAMENTALS OF MANAGEMENT/KAUAI (FOMK)

This three-day course is an introduction to the field of supervision. It covers the critical general management skills new supervisors need to master in their daily work. Topics in this course include the role of the supervisor, planning, controlling, delegating and problem solving.   Foremen (blue collar), working supervisors (professional/white collar), and supervisors in the white collar/professional series should attend this course.

Session 0002	Apr 14, 21, 28	8:00-4:00p	$295-HRD	Ka KaccPAC

HUMAN RESOURCES MANAGEMENT FOR SUPERVISORS (HRM)

This three-day course focuses on several areas of personnel management in which supervisors need to be effective to be successful in their positions. It provides instruction in the principles and practices of specific areas with special emphasis on how they are applied in the Hawaii State Government. Topics include recruitment and selection, workers' compensation, safety, training and employee development, and labor relations. Supervisors and working supervisors should attend this course.

Session 0006	Jan 25, Feb 1, 8	8:00a-4:00p	$0-HRD	OaSB SOT 1403
Session 0007	Apr 6, 13, 20	8:00a-4:00p	$0-HRD	OaSB SOT 1403

FRONTLINE LEADERSHIP - PART 1   (FLL1)

This five-day course provides extensive instruction in the interpersonal side of management. It focuses on core interpersonal skills, communication skills, and managing individual performance. Supervisors will learn to understand their role and the basic principles of leadership, learn the basic principles of interpersonal communication, understand how to manage their employees for high performance, and learn to work through others to accomplish their division's and office's goals. Blue collar foremen should enroll in this course. Blue collar working supervisors may also take this course as future preparatory training.

Session 0002	Mar 2, 9, 16, 23, 30	7:30a-3:30p	$275-HRD	Oa Kailua WasteH$_2$0Pl

LEADERSHIP FOR RESULTS - PART 1 (LFR1)

This four-day course provides instruction in the skills and strategies of leadership. It focuses on personal leadership skills, managing change, interpersonal communication skills, and conflict management. Supervisors will learn how to communicate effectively in a variety of situations, learn the basic principles for a collaborative workplace, understand strategies for navigating change, be able to work towards win-win outcomes, and understand strategies to move from conflict to collaboration. Supervising foremen (blue collar), working supervisors (white collar and professional), and supervisors in the white collar/professional series should attend this course.

Session 0003	Feb 15, 22, Mar 1, 8	8:00a-4:00p	$375-HRD	Oa SB SOT 1403
Session 0004	May 3, 10, 17, 24	8:00a-4:00p	$375-HRD	Oa SB SOT 1403

VEHICLE SAFETY

DEFENSIVE DRIVING COURSE

Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty. Min. 15 registrants.

HNDDC105	Jan 18	8:00a -3:00p	$55.00-LCC	Oa LCCce202
HNDDC205	Feb 22	8:00a -3:00p	$55.00-LCC	Oa LCCce202
HNDDC305	Mar 21	8:00a -3:00p	$55.00-LCC	Oa LCCce202
HNDDC405	Apr 11	8:00a -3:00p	$55.00-LCC	Oa LCCce202
HNDDC505	May 16	8:00a -3:00p	$55.00-LCC	Oa LCCce202

DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, and serves to increase equipment availability. Min.15 registrants.
Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

HNDIP105	Jan 20	8:00a -3:00p	$60.00-LCC	Oa LCCce202
HNDIP305	Mar 17	8:00a -3:00p	$60.00-LCC	Oa LCCce202
HNDIP505	May 26	8:00a -3:00p	$60.00-LCC	Oa LCCce202

DIP ROAD EVALUATION

Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed. Copy of evaluation report prepared for agency.

HNDIP05-Eval	By Appt	By Appt	$20.00-LCC	Requestor Site

FORKLIFT TRAINING

Training and certification of lift truck operators which meet HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course. Leeward Community College Certificate of Completion issued. Minimum of 15 registrants required. (Neighbor islands by appointment only - forklift provided by requestor.)

HNFKL105	Jan 18	8:00a -3:00p	$45.00-LCC	Oa LCC ce202
HNFKL205	Feb 22	8:00a -3:00p	$45.00-LCC	Oa LCC ce202
HNFKL305	Mar 22	8:00a -3:00p	$45.00-LCC	Oa LCC ce202
HNFKL405	Apr 19	8:00a -3:00p	$45.00-LCC	Oa LCC ce202
HNFKL505	May 24	8:00a -3:00p	$45.00-LCC	Oa LCC ce202
HNFKL605	Jun 21	8:00a -3:00p	$45.00-LCC	Oa LCC ce202